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THE MAGAZINE • NOVEMBER 1990

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Speeding Up 5.1

Introducing
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WordPerfect Does Windows

See page 26

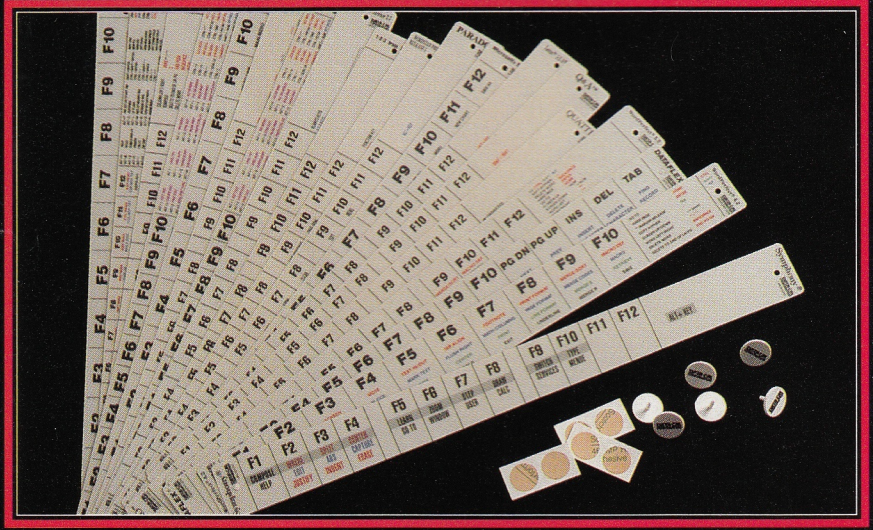
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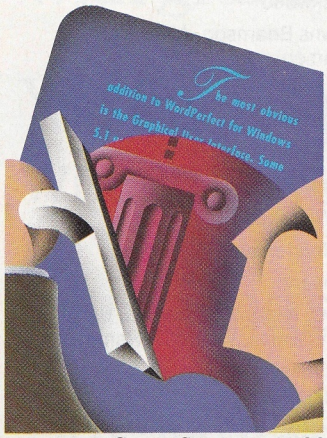
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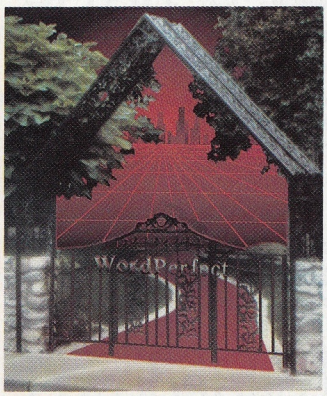
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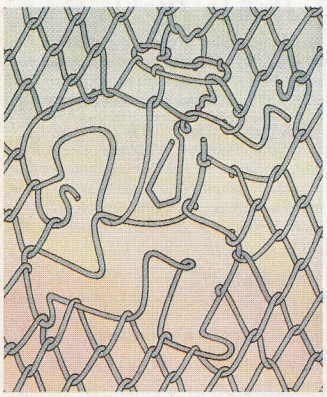
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Cover by Jeff Koegel, San Francisco, CA

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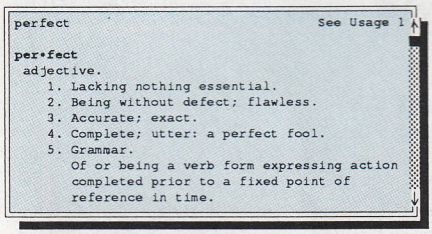
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New Windows Version Available
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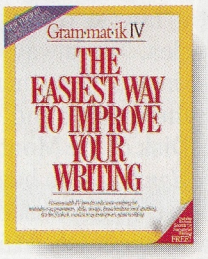
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Readers Write

Kudos

I enjoy reading the articles written by Daniel Will-Harris. His articles in the July issue were a real treat, answering all my questions about font cartridges and getting me acquainted with DrawPerfect.

Tyler Lynden
Glendale, CA

Brickbats

I am disheartened. *WordPerfect, the Magazine* began as the most user-friendly publication in the business. As a charter subscriber, I've watched it get more and more complex as the macro wizards have taken over the magazine.

I resent having to buy the Disk of the Month because I lack the time and will to plow through the how-to articles. Has your mission moved from helping individuals to subtly hawking software? That's what it looks like out here in Userland.

Richard Piro
San Francisco, CA

Editor's Note: We're sorry you're finding the magazine less user friendly. The editorial content has become increasingly application-oriented in direct response to the demands of readers like yourself. According to our surveys, the subjects readers want to read about *most* are macros, followed by graphics and desktop publishing.

Many have written demanding *more* "how to" and *fewer* "entertaining" articles. We always publish step-by-step instructions that show how to create the macros and styles included in the Disk of the Month—specifically so you *don't* have to buy the disk. We also offer telephone support for readers who encounter difficulty in creating those applications. The Disk of the Month is made available as a convenience for those readers who want to use the applications, but don't want to bother entering the necessary keystrokes themselves.

We're doing our best to have something useful each issue for the full range of WordPerfect users—beginner, intermediate and advanced. We highly value your comments and suggestions. Please keep them coming.

Worry Free

I want to thank you for the article "Don't Panic" (Aug. '90). I have run into some of these little messages while using WordPerfect, and I probably had the same expression on my face as the picture showed.

Since installing 5.1, I've been reluctant to try all the possibilities, but your magazine has helped reduce some of the fear of learning something new.

Melissa Dyson (Now Worry Free)
Bel Air, MD

More Indexes

I enjoy your magazine because of the wide variety of articles, but I think you need a cumulative index in every issue. There is so much information in each issue that can be used for reference, and an index would help the articles be more accessible. The index should be more detailed than the last one (Dec. '89).

James O. Kahan
Santa Barbara, CA

Tab Trick

Thank you, thank you, thank you for "Tab Trick" (Aug. '90). As the network manager for a large public accounting firm, finding this tip had me and my fellow word processors jumping for joy. We are constantly typing our negative (parenthesis) numbers and hitting the End key to move the cursor outside of the [Align] and [C/A/Flrt] codes. Thanks again for eliminating dozens of keystrokes from our day!

Angie Tamburino
Coral Gables, FL

Code Cure

I really enjoyed Marilyn Wolpin's article "Cures for the Common Code" (Aug. '90). Even though I've used WordPerfect for several months, each of her hints clarified something for me.

I realize space is a constraint when writing an article; however, the great tip on using **Del** and **Cancel** to duplicate tab settings or other codes left out a step. Before moving the cursor to the section of the document where the duplicate codes are to be inserted, you should first press **Cancel** (F1) and then (1) Restore to restore the codes in the original position. After that step, you can move the cursor to where the codes are to be duplicated and then type **Cancel** (F1), (1) Restore again to insert the codes in the new portion of the document.

E. Lane
St. Louis, MO

Back Issues

In your July 1990 issue Stephanie A. McGillem of Indianapolis, Ind., wrote to you asking what "WP}WP}22" is used for and why it can't be deleted. You referred her to the December 1989 issue.

What about those of us new to *WordPerfect, the Magazine* who don't have that issue? Is there a way to order back issues so I can get the information already printed?

Doris C. Goode
Cordova, TN

Editor's Note: Back issues may be ordered prepaid ($3.00 each) from *WP Magazine*, 270 West Center Street, Orem, UT 84057-4637, or by calling 801/226-5556. ❑

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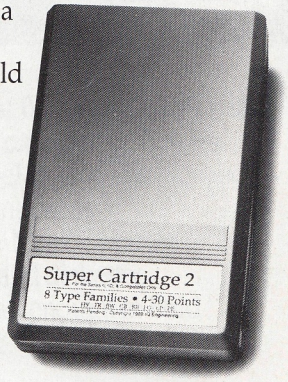
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Through the Looking Glass

by Allen Biehl



A look at WordPerfect 5.1 for Windows, Gateways and other developments.

In 1983, Apple Computers unveiled "The Computer for the Rest of Us." The Apple Macintosh introduced a new way of computing. It didn't rely on DOS's ubiquitous C prompt. Instead it used icons and mice. The Graphic User Interface (GUI, pronounced "gooey") was born. Many scoffed at the new "toy." IBM, the innovative leader in the personal computer industry at the time, claimed that the GUI was doomed from the start and that the DOS command line interface was here to stay.

After a few years (and a few painful upgrades), the Mac finally caught on. First seen as a nifty home computer, ultimately the business world accepted the new computer—*and* its GUI interface. In 1985, Microsoft realized there might, despite IBM's claim, be a future for the GUI. They released a product called "Windows." This was to be *the* GUI for the rest of us.

Because of several problems in the early releases, Windows initially was viewed with more curiosity than true interest. Enthusiasts were usually limited to those familiar with the friendly Macintosh Finder environment.

With the release of version 3.0 of Windows in May, 1990, much of that has changed. Windows has now taken its place as a leading contender to replace the venerable MS-DOS interface. Soon after Microsoft's announcement, many leaders in the PC-software industry quickly announced Windows-compatible versions of their best selling DOS products.

WordPerfect Corporation was no exception. In a reversal of an announcement made the previous November, WP Corp said that it would produce a Window's compatible version of WordPerfect 5.1 before an OS/2, Presentation Manager version. That Windows version is now scheduled for release early in 1991.

WP Corp looked at several important considerations in designing this new version. With the DOS version of WordPerfect commanding so much of the current market, the designers knew they must maintain compatibility with that version. Any deviation from the familiar and popular "clean screen format" and function key interface had to be supported by a proven increase in functionality.

This issue of *WordPerfect, the Magazine* gives you a first look at **WordPerfect 5.1 for Windows**. This introduction—our cover story—is a peek at the program's features and functions.

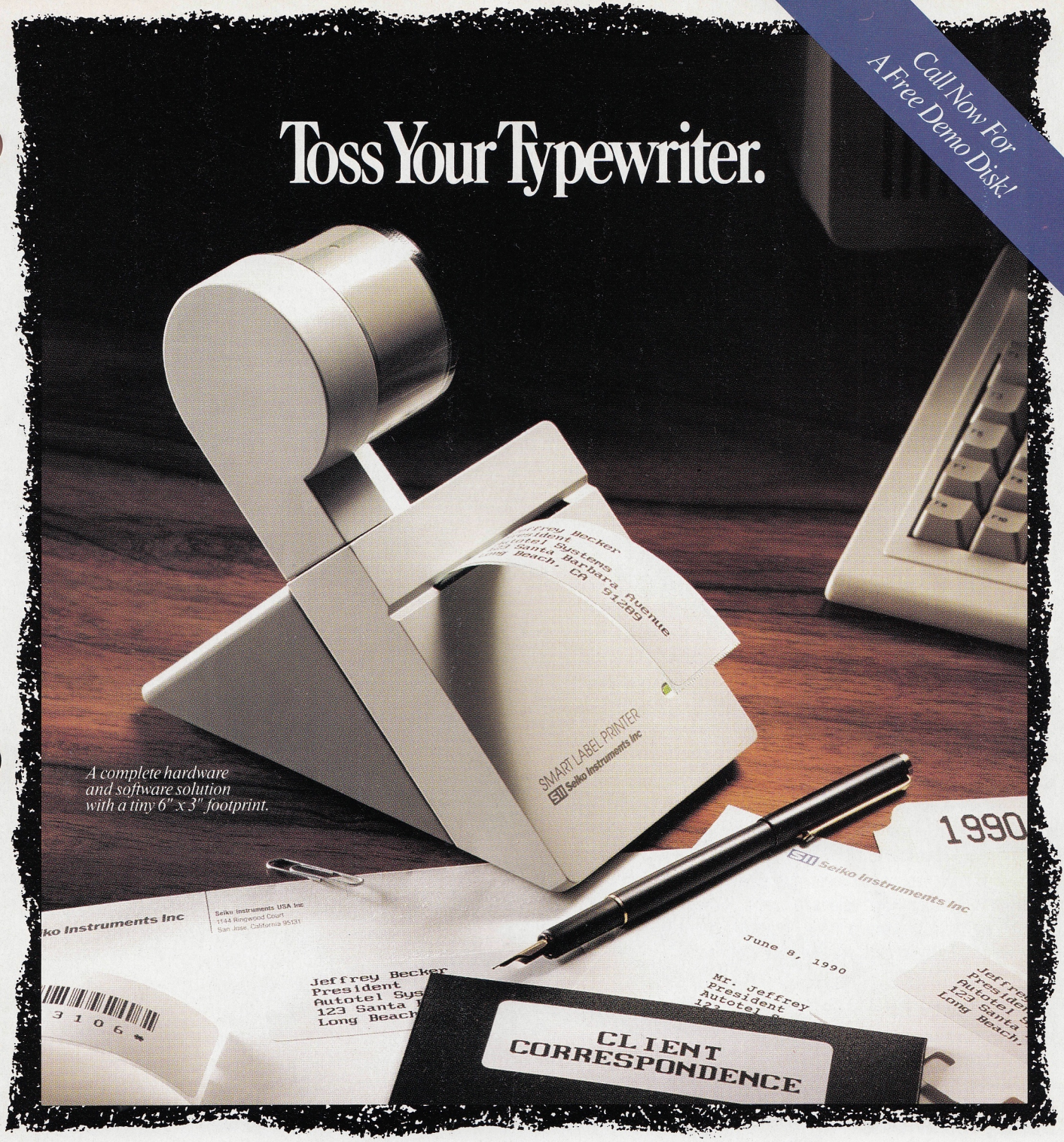
Also this month, Tim Holder, a group leader in WP Corp's Problem Resolution department, gives you some tips to help you speed up WordPerfect 5.1 on your DOS machine.

In a separate article, Jeff Swain introduces you to the world of WordPerfect Gateways. The growing number of Wide Area Networks have made these links critical to doing business for hundreds of companies throughout the nation.

November is always an exciting month for the computer industry. Fall COMDEX, held annually in Las Vegas, traditionally features new product unveilings and announcements. This year is no exception. WordPerfect will be demonstrating **WordPerfect 5.1 for Windows** at booth 2020 in the LVCC South Hall. If you plan to attend, drop by for a first look at this brand-new product. ❑

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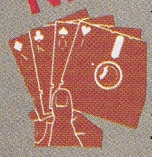
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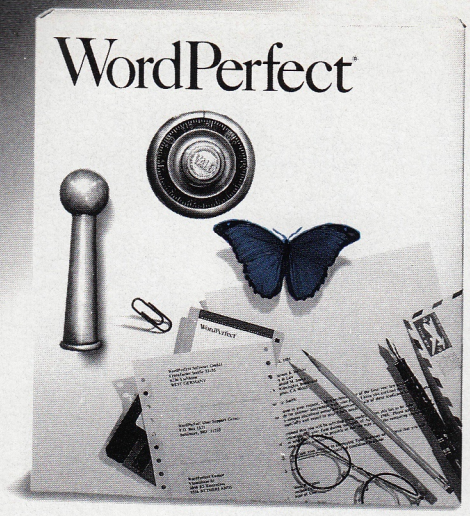
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Q&A

Printing Macro Codes

Q I've acquired many WordPerfect macros. I would like to print them so I can make a book for other people to use in the office. Is there a way to print the description and action of a macro?

Marlene Cannon
North Hollywood, CA

A Currently, WordPerfect doesn't offer a direct way of printing the macro codes and description. If you don't have a screen capture utility, such as Clipboard or Macro Editor in Library, you'll need to use the print screen option (Shift-Print Screen). This will dump all of the information directly to your printer through DOS.

If you use WordPerfect Library or Office to enter WordPerfect, you can print the contents of your macro by using the Clipboard feature. Do this by retrieving your macro into the **Macro: Action** screen in WordPerfect and pressing (Alt-Shift-Hyphen).

Next, choose (1) Rectangle or (2) Block. Move your cursor to the beginning of your codes and press (Enter), then continue moving your cursor to include all desired codes. Press (Enter) again and either (1) Save or (2) Append.

Selecting (1) Save creates a temporary file where information is stored.

Selecting (2) Append adds information to the previously created temporary file. If you need to capture additional codes, cursor down to reveal more of your macro, then repeat the above process using (2) Append to add to the first set of saved codes. When you've captured all of your macro, go to a blank document screen in WordPerfect and press (Alt-Shift-Plus). Your macro will be written to the screen from the Clipboard temporary file. You may need to change margins to allow the codes to line up properly.

The most efficient way to print your macro codes is to use the Macro Editor from earlier versions of Library, or the Editor 3.0 from Office 3.0. This allows you to retrieve and print macros in the same manner as you would retrieve and print documents in WordPerfect. This program also allows greater macro editing ability. For more information contact WordPerfect's Information Services, 800/451-5151.

WP UNIX

Q I have been a regular user of WordPerfect over the past four years, but my office is now switching to a UNIX system. Are there any major differences with WordPerfect on UNIX that I should know about?

Daniel E. Gannon
Bethesda, MD

A The two operating systems (OS) are different and require different steps in the installation process. WordPerfect (WP) for UNIX-based systems functions precisely like WordPerfect for other operating systems.

New utility programs have been added to the WP UNIX package to address the differences between the UNIX and DOS I/O procedures. You'll notice a slight difference in the List Files and printing screens. WP file formats, however, are identical and transfer directly between UNIX and any other OS, which make for a smooth transition.

Rest assured that all the power and flexibility of WP are fully supported on your new UNIX-based platform.

WP's Bulletin Board

Q I read in your July '90 issue about WP's Bulletin Board. Can you give me more information on this?

Barbara Stafansson
Jacksonville, FL

A WordPerfect's Bulletin Board Service, commonly known as the BBS, allows registered users to obtain files and information through a modem via telephone lines—all for the price of a phone call. Users can also leave messages or send files to the BBS.

On your first call, you'll be allowed 45 minutes to answer the registration questionnaire and download small files, such as printer files. You must have your license number to register.

For full validation, allow 24 hours. This allows access to other public conferences, including the ability to load the KBDR program mentioned in the July '90 issue.

You may access WordPerfect's Bulletin Board Service 24 hours a day. For IBM users the number is 801/225-4414. Baud Rate=1200 to 2400, Data Bits=8, Parity=none, Stop Bits=1.

WordPerfect also offers a BBS for Amiga, Apple II, Atari and Macintosh users. The number is 801/226-1605 and the Baud Rate=300-1200.

Note: Information you'll find on the BBS includes current printer drivers, support memos, utilities, tidbit information, current graphic drives, troubleshooting info., etc. However, you won't find executable files, such as WP.EXE and WP.FIL.

Long Document Names

Q Our correspondence usually results in 10 different memos on the same subject. List Files allows only so many characters to name a document, and you can name a subject only so many different ways before running out of names. Later, recalling the documents becomes cumbersome. Can WordPerfect have a "Sub-List Files" where a brief description can be given along with the document file name, such as TP1 teen party a go, TP2 teen party needed, TP3 teen party thank you?

Angelia S. Bunch
Virginia Beach, VA

A The feature you're asking for is available in 5.1 and is called Long Document Names. To give a document a long name or description, press **Format** (Shift-F8), (3) Document, (5) Summary, (2) Document Name and Document Type. You may enter up to 68 characters for a long document name and up to 20 characters for a long document type. Enter any other information you wish and press **Exit** (F7). After saving the document, press **List Files** (F5), (Enter). You'll get a two-column listing of your files. Press (5) Short/Long Display, (2) Long Display and (Enter). Your files will then be listed in one column with your long document description in the left column.

Your files will be in alphabetical order according to your description, unless there is no description. Then they'll be in alphabetical order by document name.

If you wish, you can set WordPerfect's defaults to allow you to enter a long document name and type every time you save a document. To do so, press **Setup** (Shift-F1), (3) Environment, (4) Document Management/Summary, (3) Long Document Names, answer (Y) Yes and press **Exit** (F7). Now List Files will also default to displaying the long document names as well.

However, keep in mind that when you have long display on, only documents you've created in WordPerfect will appear.

Parenthetical Font Info

Q I have a LaserJet and am confused about something. When in **Font** (Ctrl-F8), (4) Base Font, what does the parenthetical information mean after the name of the font? For example, Letter Gothic 10cpi (Legal) (R) Rmn 8pt (AC), or Courier 10cpi (Land).

Barbara Williams
Rockville, MD

A The parenthetical information makes reference to orientation, symbol sets, font cartridges or softfonts.

The term (Legal) refers to the symbol set that the font is using and (Land) means the font is a landscape font. Unless you have a printer that can print rotatable fonts, these fonts only show up if you have a landscape paper size selected.

The letters (R) and (AC) mean the font is found either on a cartridge or in a softfont family. If there is just a single letter, then the font is on a cartridge. (It may appear like this (C/F/T) if the same font appears on more than one cartridge.) If there are two letters, then it is a softfont. These can be marked and unmarked in **Print** (Shift-F7), (S) Select Printer, (3) Edit, (4) Cartridges and Fonts.

5.1 Merge Commands

Q Is it possible in 5.1 to set up a primary file using "if" and "or" instructions to meet certain criteria needs. I have used "if blank field" but need to be able to define my fields to either add or not add information as needed without inserting extra lines, etc.

Jeannine Bevers
Amarillo, TX

A Yes, this is possible. You would use a combination of **{IF NOT BLANK}** and **{END IF}** codes to achieve this. For example, suppose you have a name as field 1, a company name as field 2 and a mailing address as field 3. In some cases there may not be a company name and that field may be blank. Here's a basic example of what you would do:

{FIELD}1~
{IF NOT BLANK}2~**{FIELD}**2~
{END IF}{FIELD}3~

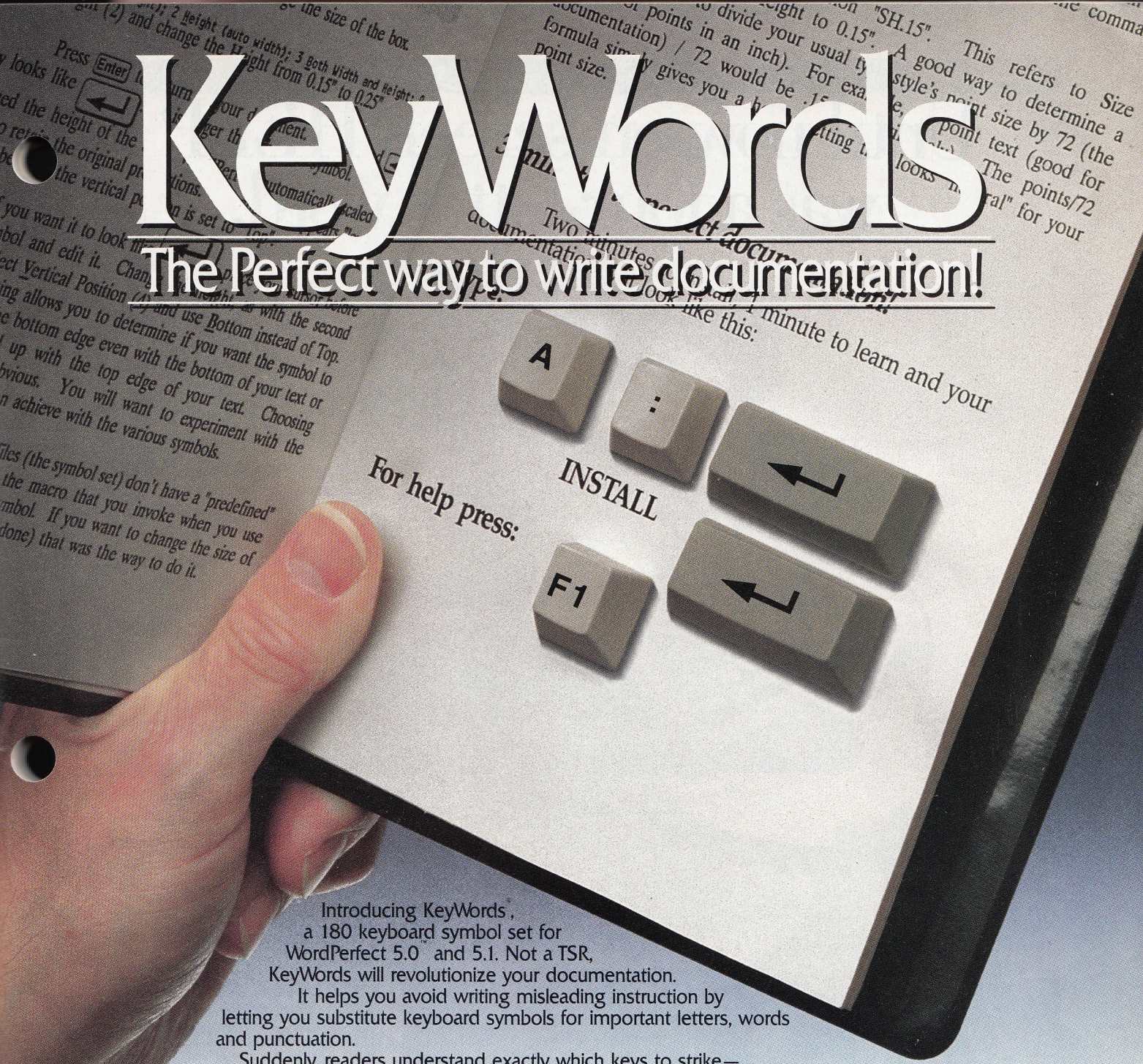
Line one (field 1) asks for the person's name. Line two (field 2) asks for the company name. The **{IF NOT BLANK}** command on this line checks field 2 to see if there is information in it. If there's not, field 3 is inserted. This eliminates a blank line between lines 1 and 3 in the cases where there isn't a company name to be printed.

Questions?

Address technical questions to **Q&A**, *WP Magazine*, 270 West Center Street, Orem, UT 84057. Questions selected for publication will be answered in this column. Due to the volume of mail, no personal responses are possible.

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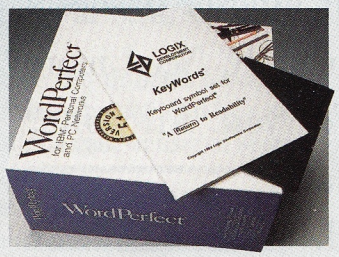
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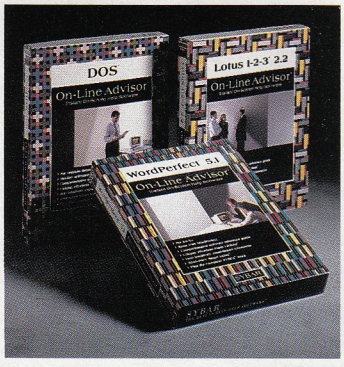
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CIRCLE 69 ON READER SERVICE CARD

The Case of the Failed Search

by S. Scott Zimmerman

It was a dark and stormy night. The ruggedly handsome Agent F7 (Exit) was at his secret office working late, reviewing his 50-page report about how Amalgamated Steel was stealing technological secrets from customer companies and selling the secrets to foreign businesses.

Then, all of a sudden, BANG! A dreaded thought shot through agent F7's head. He wondered to himself, "I think I typed 'steel' when I meant 'iron' somewhere in my document. Then again, maybe I didn't. But how can I search for 'steel' without having WordPerfect 5.1 stop at 'Steel' that occurs dozens of times in the report? Am I losing my grip? Is the pressure of this case playing tricks on my mind? Am I becoming case sensitive?"

He frantically grabbed the WordPerfect reference manual, flipped to "Search," checked under "Capitalization," and read to himself, "In a search string, lowercase characters match both lowercase and uppercase. Uppercase characters match only uppercase."

"Holy Macro!" he yelled out loud, "WordPerfect won't let me search specifically for words that *don't* have a capital letter! If I press **Search** (F2), type *steel*, and press **Search** (F2), the cursor will stop at 'Steel,' not just at 'steel.' "

Is this case too difficult for Agent F7? Will our hero be stymied by a simple problem of a case-sensitive search and seizure?

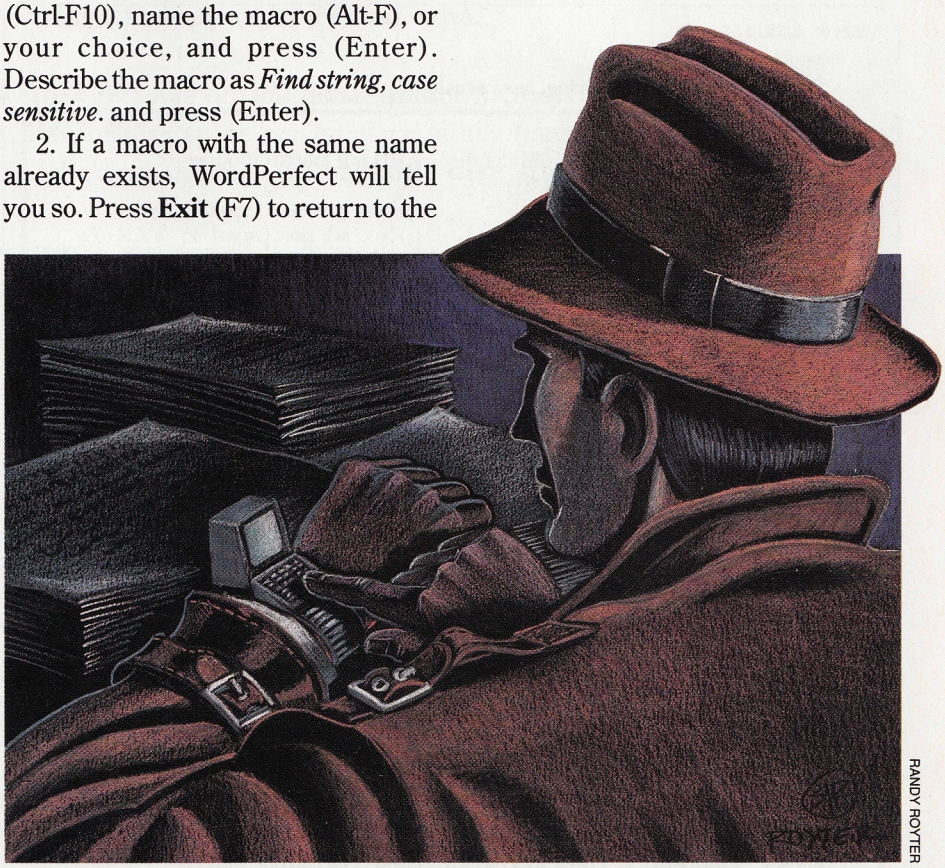
No! Agent F7 grabbed the phone, quickly dialed the number, and impatiently waited for the luscious voice of the curvaceous Agent Ctrl-F10 (Macro Def). "She has never let me down before, no matter how strange or difficult the case," Agent F7 thought to himself, "but will she be willing to accept this lower case?"

Searching for clues

The clue to solving the case? Simply define a macro that checks for the capitalization in the search string. The macro ALTF.WPM, shown in Screen 1, does just that. To create the macro, follow these general guidelines:

1. Press (Home) and **Macro Define** (Ctrl-F10), name the macro (Alt-F), or your choice, and press (Enter). Describe the macro as *Find string, case sensitive.* and press (Enter).

2. If a macro with the same name already exists, WordPerfect will tell you so. Press **Exit** (F7) to return to the



RANDY ROYTER

document screen, then redefine the macro using a different name, such as "Alt-S," "Search," or "Find."

3. To insert a macro command such as **{DISPLAY ON}**, **{;}**, **{ON NOT FOUND}** or **{TEXT}** into the **Macro Action** screen, press Macro Commands (Ctrl-Pg Up), move the cursor to the desired command and press (Enter).

4. To insert the function key command **{Search}**, press the function key (F2). To insert **{Word Right}** or **{Right}**, press (Ctrl-V) followed by (Ctrl-Right Arrow) or (Right Arrow). Note that WordPerfect doesn't give a prompt after you press (Ctrl-V).

5. To insert **{VAR 7}**, **{VAR 8}** and **{VAR 9}**, press (Ctrl-V), then (Alt) and the number.

6. The small dots between words represent spaces. To insert the dots, press (Space Bar).

7. To end a line, press (Enter). To indent a line, press (Tab). These keypresses won't become part of the actual macro unless they're preceded by (Ctrl-V).

8. While typing the macro, ignore the line numbers to the left of the box in Screen 1. They're *not* part of the macro, but are used to help explain the macro.

9. Pay careful attention to detail. It's easy to leave out a tilde (~) or to press (Space Bar) when you really should press (Tab).

After entering all the commands and text as given in Screen 1, press **Exit** (F7) to save the macro and return to the document screen. The macro is automatically saved to the disk using the filename ALTF.WPM.

Macro: Action

Macro Name: **ALTF**
Description: **Find string, case sensitive**

```
1  {DISPLAY OFF}
2  {ON NOT FOUND}{GO}NoMatch~~      {;}If· no· match· found~
3  {TEXT}8~Find· (def:· {VAR 7}):· ~
4  {IF EXISTS}8~                    {;}Just· pressed· Enter?~
5       {ASSIGN}7~{VAR 8}~          {;}No,· so· save· input· in· VAR· 7~
6  {ELSE}
7       {ASSIGN}8~{VAR 7}~          {;}Yes,· so· use· old· VAR· 7~
8  {END IF}
9
10 {LABEL}StartSearch~
11 {Search}{VAR 8}{Search}          {;}Search· for· string~
12 {ASSIGN}9~{LEN}8~-1~             {;}Get· string· length~
13 {FOR}0~0~{VAR 9}~1~{Left}{END FOR}  {;}Move· cursor· back~
14 {FOR}0~0~{VAR 9}~1~              {;}Loop· to· compare· each· char~
15      {IF}"{SYSTEM}Right~"!="{MID}8~{VAR 0}~1~"~
16           {Word Right}           {;}No,· skip· word~
17           {GO}StartSearch~       {;}Go· search· for· next~
18      {END IF}
19      {Right}                     {;}Move· to· next· character~
20 {END FOR}
21 {QUIT}                          {;}Exit· macro~
22
23 {LABEL}NoMatch~                 {;}Can't· find· exact· match~
24 {DISPLAY ON}                    {;}Show· the· prompt~
25 {PROMPT}*· No· Match!· *~       {;}Display· prompt~
26 {BELL}{WAIT}30~                 {;}Beep· and· pause· 3· seconds~
```

Ctrl-PgUp for Macro Commands; Press **Exit** when done

Screen 1. The Find String, Case Sensitive Macro

Finding the evidence

To use the (Alt-F) macro for case-sensitive searches, follow these steps:

1. With the cursor on the document screen and at the beginning of the text, press (Alt-F). The macro displays the prompt "Find (def: _____)," where the word or phrase in the blank is the default search string. The "default" search string is the string used in the previous case-sensitive search, or whatever is assigned to VAR 7 (variable 7).

The clue to solving the case? Simply define a macro that checks for the capitalization in the search string.

If you've used another macro that assigns a value to VAR 7, the default search string will be that value.

2. Type the case-sensitive search string. If you want to accept the default string that appears in the prompt, press (Enter).

3. After typing the string, press (Enter).

The macro then performs a case-sensitive search. If the search string is not found, the macro displays the message, "* No Match! *."

Solving the case

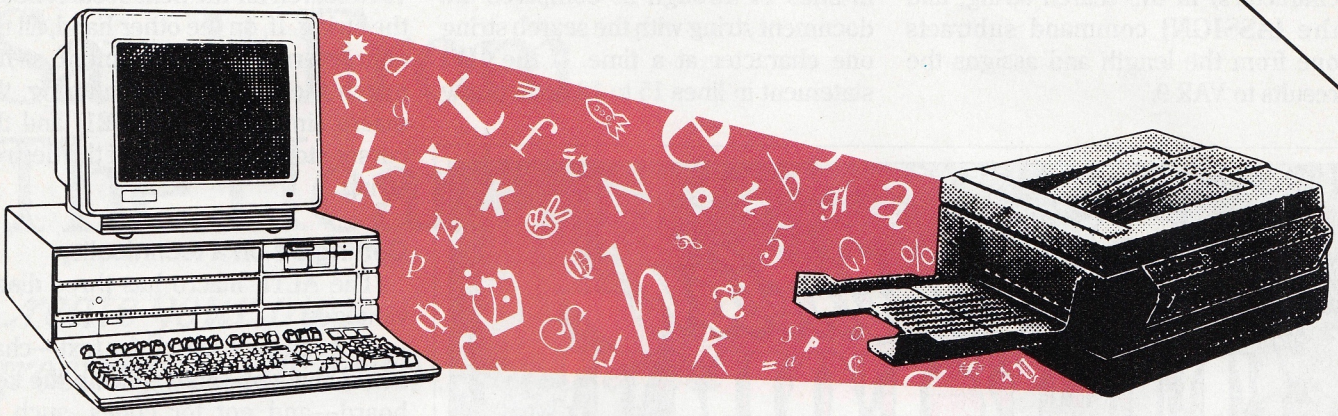
Here's how the macro works:

The **{TEXT}** command in line 3 displays a prompt on the status line, using the information currently in VAR 7 (variable 7), and then assigns your input string to VAR 8 (variable 8). If you type a string instead of pressing (Enter), the **{IF EXISTS}** command in line 4 detects that VAR 8 exists and assigns the new input to VAR 7 in line 5. If, on the other hand, you press (Enter), VAR 8 doesn't "exist" and the default value in VAR 7 is assigned to the search string VAR 8 (line 7).

The string in VAR 8 is then used in a normal WordPerfect search-operation (line 11). This search is case-insensitive if the search string is all

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CIRCLE 13 ON READER SERVICE CARD

lowercase characters. If a match is found, the **{LEN}** command in line 12 determines the length (number of characters) in the search string, and the **{ASSIGN}** command subtracts one from the length and assigns the results to VAR 9.

The **{FOR}** loop in line 13 moves the cursor left to the beginning of the search string, and then the **{FOR}** loop in lines 14 through 20 compares the document string with the search string one character at a time. If the **{IF}** statement in lines 15 to 18 detects any differences (that is, the capitalization doesn't match), then the macro jumps back to the label "StartSearch" on line 10 to search for the next occurrence of the string. If, on the other hand, all the characters in the document string match those in the search string, the macro simply quits (line 21) and the cursor stops to the right of the desired string.

Getting off on a technicality

The ALTF macro has three disadvantages:

1. It can only search for text—characters that you can type from the keyboard—and not for codes, such as **[HRt]** and **[Tab]**.

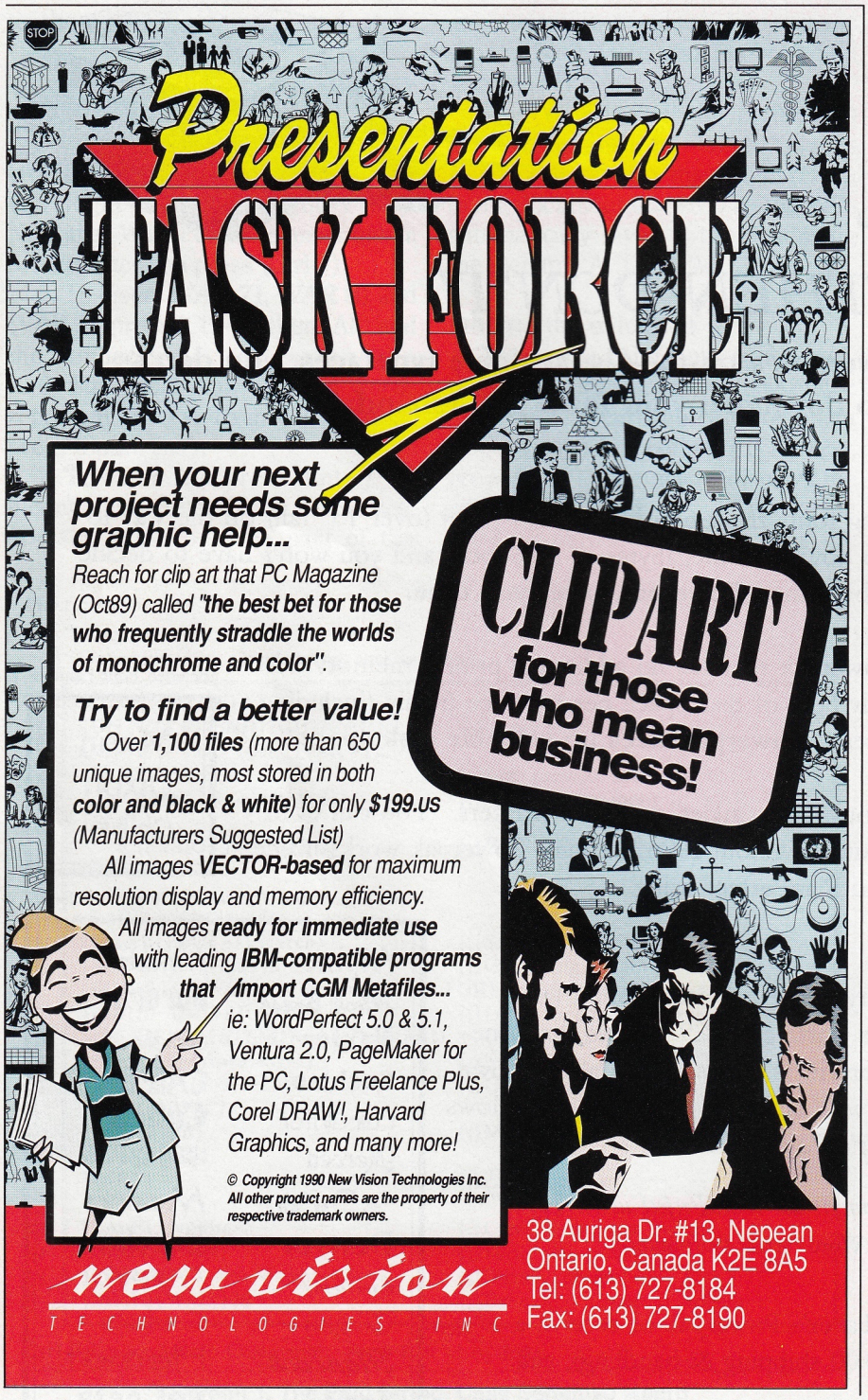
If you want to perform a case-sensitive search that includes WordPerfect codes, or if you want the search to go backwards, you're out of luck. That's still an unsolved mystery.

2. It only performs forward searches.

3. It's a little slower than the normal WordPerfect search, but it's still much faster than a case-insensitive search, particularly if the search word occurs often in both uppercase and lowercase.

If you want to perform a case-sensitive search that includes WordPerfect codes, or if you want the search to go backwards, you're out of luck. That's still an unsolved mystery. ❑

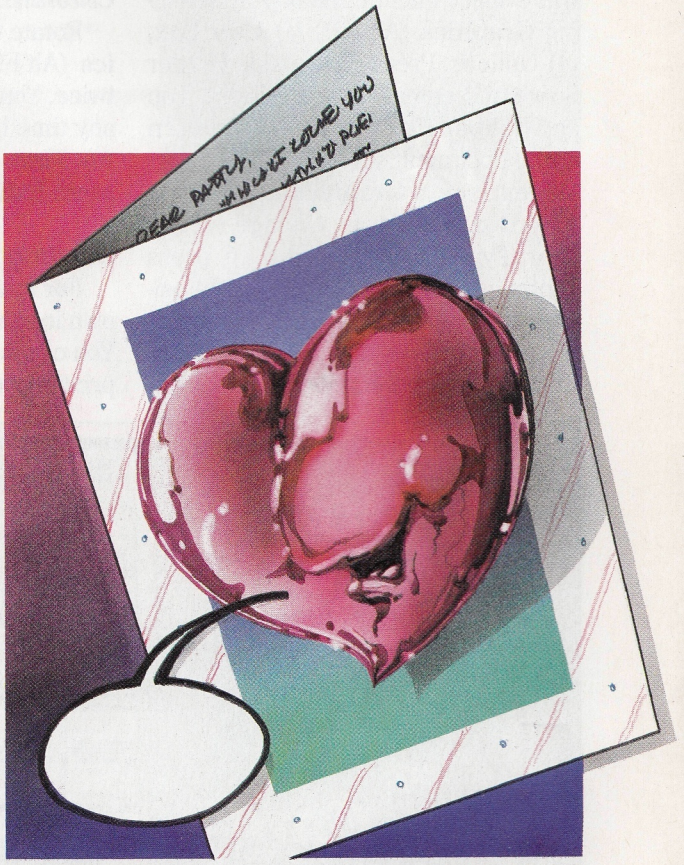
Applications available on *Disk of the Month*, page 87.



CIRCLE 56 ON READER SERVICE CARD

Say It From The Heart

Create your own greeting cards with WordPerfect



CLARK CHAMBERLAIN

If you care enough to send the *very* best, how about making your own personalized greeting cards? It's easy to do with WordPerfect.

The following are 5.1 instructions to create greeting cards, each consisting of six graphic boxes. (See Figure 1.) If you're using 5.0, these instructions can be altered to suit your needs.

Creating the front cover

From a blank document screen, reduce the margins by selecting **Format** (Shift-F8), (1) Line, (7) Margins. Change the settings to *.3* for left and right margins, and press (Enter) to return to the **Format** screen. Select (2) Page, (5) Margins and enter *.3* for both top and bottom margins. Press **Exit** (F7) to return to the document screen. Next, eliminate the white space around the picture on the front cover by selecting **Graphics** (Alt-F9), (1) Figure, (4) Options, (2) Outside Border Space. Enter *0* for Left, Right, Top and Bottom, then press **Exit** (F7).

Now we're ready to create the picture for the front cover. Do this by selecting **Graphics** (Alt-F9), (1) Figure, (1) Create. At the **Definition: Figure** screen, select (1) Filename and enter the name of any graphic file in .WPG format. If you've forgotten the name of your graphic, press **List** (F5), type the directory (include the path) where your graphic files are located and press (Enter). Highlight the desired graphic file, then press (1) Retrieve. In Figure 1, I used BALLOONS.WPG, a 5.1 file. *Note*: In 5.1, the graphics files must be installed along with the program for use.

After you retrieve the graphic into the box, select (4) Anchor Type, (2) Page and at the **Number of pages to skip: 0** prompt press (Enter). This allows you to place the graphic at a specific vertical and horizontal position on the page. Next press (6) Horizontal Position, (1) Margins, (1) Left. To size the graphic, press (7) Size, (3) Set Both, then enter the width at *3.65* and the height at *4.9*.

The measurements used in this article are specific to the graphics used. Alter measurements to correspond with the graphics you select and the position you choose to place them in.

The front cover picture must be rotated to be properly oriented on the finished product. To do this, select (9) Edit, (3) Rotate, then type *180*, press (Enter) and answer (N) No to the prompt **Mirror image?**. Press (Down Arrow) twice to raise the image of the balloons on the front cover—this step

by Mary Ann Venable

may not be required for other graphics. Press **Exit** (F7) twice.

Message on cover

To create the next box, you must have a printer that'll print rotatable fonts, such as PostScript compatibles and the HP series III. Skip to the instructions in the next subheading if you don't have this type of printer. To create a personal message on the front cover, you must first eliminate the white space outside the box by selecting **Graphics** (Alt-F9), (4) User Box, (4) Options. Press (2) Outside Border Space and enter *0* for Left, Right, Top and Bottom. Press **Exit** (F7) to return to the document screen.

Next, select **Graphics** (Alt-F9), (4) User Box, (1) Create. Change (4) Anchor Type to (2) Page, then press (Enter). Next, set (6) Horizontal Position to (1) Margins, (1) Left and (5) Vertical Position to (5) Set Position. Enter *1* to place the box 1" from the top of the page. Now, change the size of the box by pressing (7) Size, (1) Set Width/Auto Height and enter *3.65* inches for the width of the box. The Height will adjust automatically.

To type the desired message, press (9) Edit and change the font by pressing **Font** (Ctrl-F8), (4) Base Font and selecting a 24-point italic font or something similar. Press **Center** (Shift-F6) to center the text in the middle of the box, and type a short message, such as *Celebrate!*.

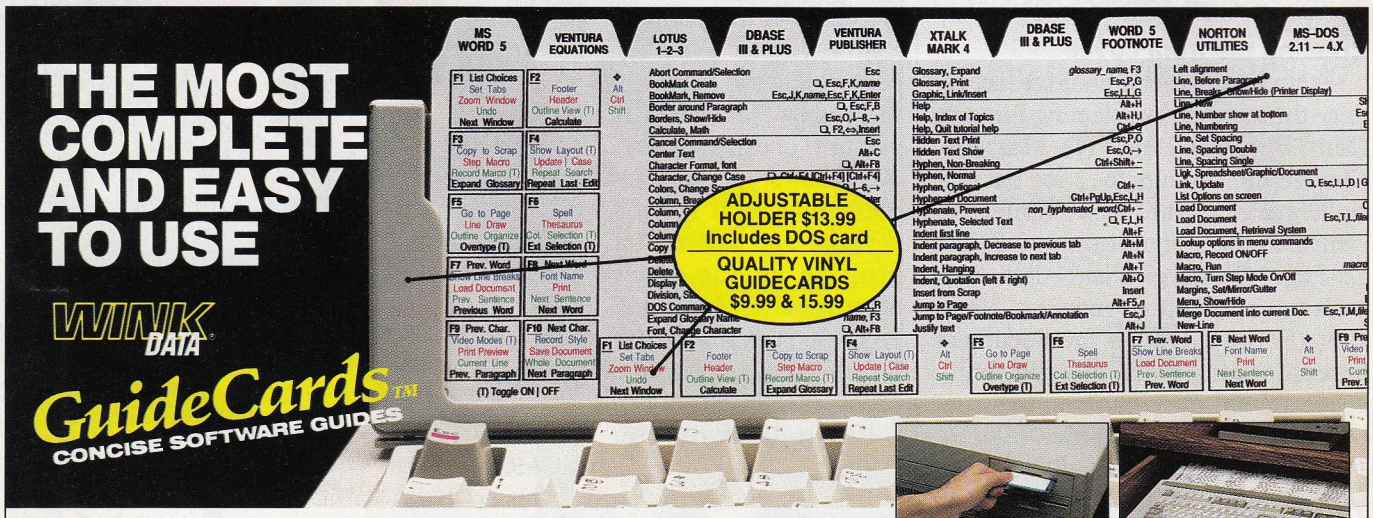
Rotate the text by pressing **Graphics** (Alt-F9), (3) 180°, then **Exit** (F7) twice. You can check your progress at any time by pressing **Print** (Shift-F7), (6) View Document. When finished, press **Exit** (F7).

Creating logo on back page

For fun, you may want to place your own logo on the back page of the card. You can include text if your printer will print more than one orientation on a page. Otherwise, use something from the WordPerfect character set that looks the same upside down as right-side up, such as a diamond (character 1 in character set 5). See *WordPerfect Characters* in the manual's appendix.

To create the logo, select **Graphics** (Alt-F9), (4) User Box, (1) Create. Press (7) Size, (1) Set Width/Auto Height and type *3.65*. The height will adjust automatically. Now select (9) Edit. For printers that can't print rotatable fonts, press **Center** (Shift-F6). Insert your logo by pressing (Ctrl-V), typing *5,1* (the diamond character), then pressing (Enter).

If your printer can print rotatable fonts, press **Font** (Ctrl-F8), (4) Base Font and select a 10-point font or smaller. Press **Center** (Shift-F6) and insert your logo by pressing (Ctrl-V), typing *6,112*, then pressing (Enter) and (Space Bar). Next, type the desired slogan, such as *Verse from Venable*, and press (Space Bar), (Ctrl-V),



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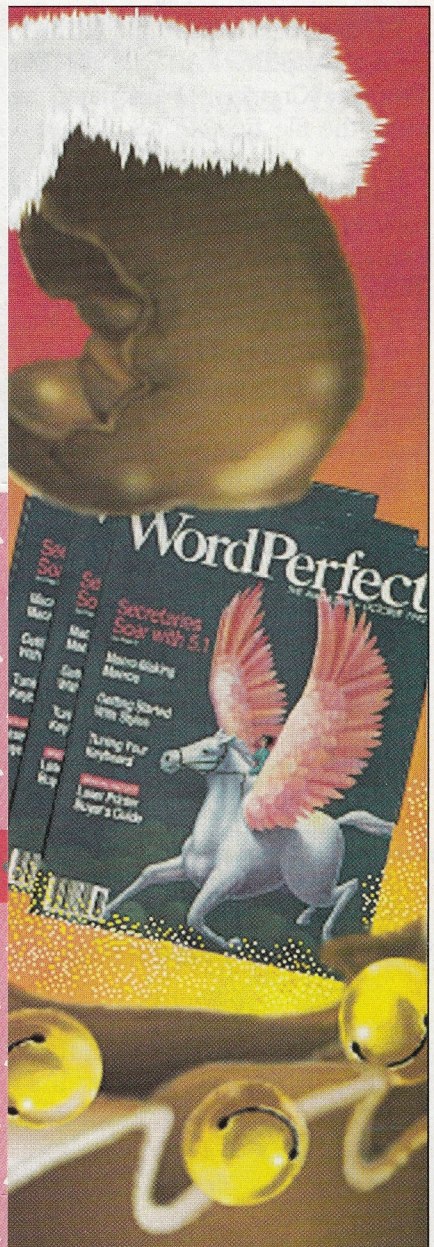
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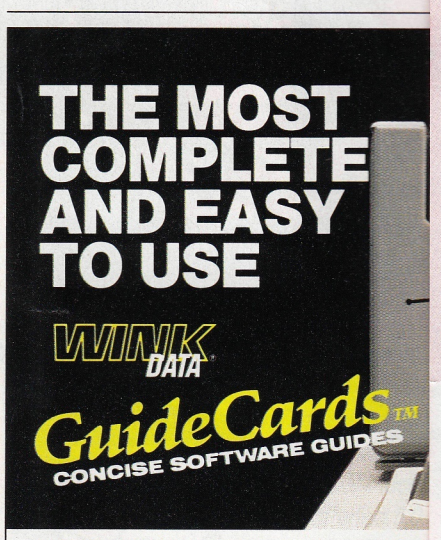
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may not be required for othe graphics. Press **Exit** (F7) twice.

Message on cover

To create the next box, you mus have a printer that'll print rotatabl fonts, such as PostScript compatible and the HP series III. Skip to the in structions in the next subheading i you don't have this type of printer. T create a personal message on the fron cover, you must first eliminate th white space outside the box by selec ing **Graphics** (Alt-F9), (4) User Box (4) Options. Press (2) Outside Borde Space and enter *0* for Left, Right, To and Bottom. Press **Exit** (F7) to retur to the document screen.

Next, select **Graphics** (Alt-F9), (4 User Box, (1) Create. Change (4) An chor Type to (2) Page, then pres (Enter). Next, set (6) Horizontal Posi tion to (1) Margins, (1) Left and (5 Vertical Position to (5) Set Position Enter *1* to place the box 1" from the to



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type *6,112* and press (Enter). Notice how character 112 from character set 6, a star, now surrounds your slogan. If the star doesn't display on your editing screen and a solid box appears instead, the star will probably show in **Print** (Shift-F7), (6) View Document. Next, rotate the text by pressing **Graphics** (Alt-F9), (3) 180. Then press **Exit** (F7) twice to return to the document screen.

Creating the inner page

Now place a ribbon banner that will contain the person's name on the inside page. Press **Format** (Shift-F8), (4) Other, (1) Advance and (3) Line. Type *7.5* and press (Enter) and **Exit** (F7). Select **Graphics** (Alt-F9), (4) User Box, (1) Create, (1) Filename and enter the file *BANNER-3.WPG*. Press (7) Size, (1) Set Width/Auto Height and enter *3.65*. Press (8) Wrap Text Around Box and answer (N) No. Reduce the banner image by selecting (9) Edit, pressing (Pg Dn), then **Exit** (F7) twice.

Finally, create the right inner page. To do this, select **Format** (Shift-F8), (4) Other, (1) Advance, (3) Line. Type

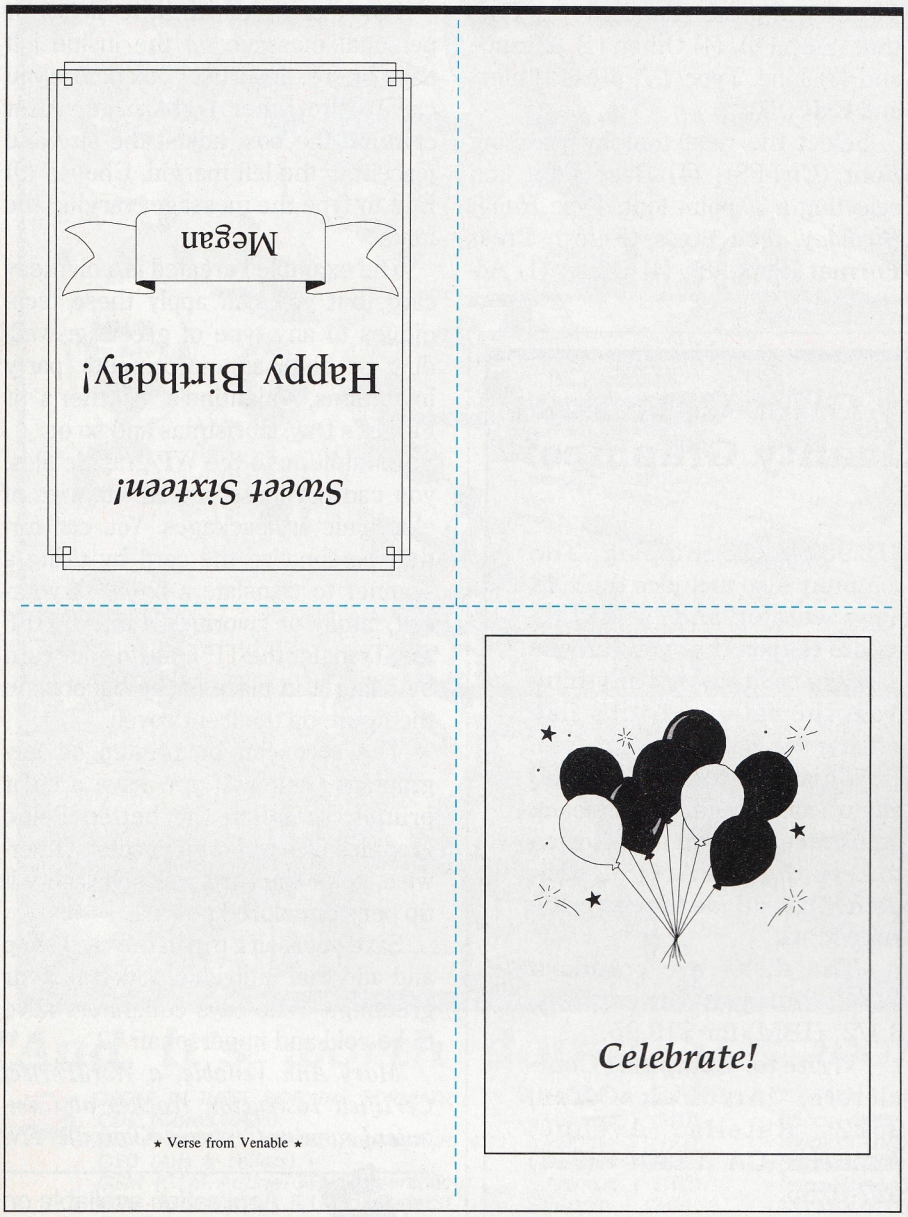
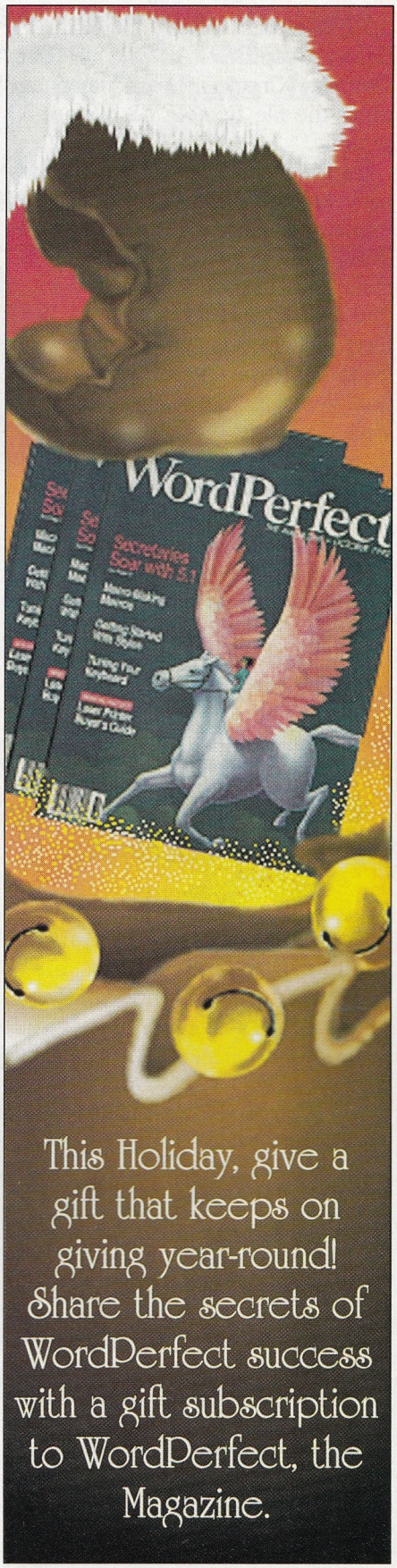


Figure 1. Sample of Greeting Card. Dotted lines represent folding marks.



5.75, then press (Enter) and **Exit** (F7). Select **Graphics** (Alt-F9), (4) User Box, (1) Create, (1) Filename and enter the file *BORDER-8.WPG*, a 5.1 graphic.

Again, include the full path if necessary or use **List** (F5) as previously explained. Change the size of the graphic by pressing (7) Size, (3) Set Both and entering *3.65* for the width and *4.9* for the height. Press (8) Wrap Text Around Box and answer (N) No to allow the overprinting of another box. Rotate the border by pressing (9) Edit, (3) Rotate, typing *90* to rotate the graphic 90 degrees and pressing (Enter). Be sure to answer (N) No to **Mirror image?**. Stretch the border to fill the frame by pressing (Insert) once and (Pg Up) seven times. Press **Exit** (F7) twice to return to the document screen.

The next box contains a personal message. Create the box by selecting **Graphics** (Alt-F9), (4) User Box, (1) Create.

Select (7) Size, (1) Set Width/Auto Height, type *3.65* and press (Enter). Press (8) Wrap Text Around Box and answer (N) No.

Place the message in the box by choosing (9) Edit, then press **Format** (Shift-F8), (1) Line, (3) Justification, (2) Center and **Exit** (F7). Now all the text in the box will be centered.

Next, press (Enter) five times to create some space on the top. Press **Font** (Ctrl-F8), (4) Base Font and select a 24-point italic font. Type *Sweet Sixteen* and press (Enter). Press **Format** (Shift-F8), (4) Other, (1) Advance and (3) Line. Type *1.7*, press (Enter) and **Exit** (F7).

Select the next font by pressing **Font** (Ctrl-F8), (4) Base Font and selecting a 30-point font. Type *Happy Birthday*, then press (Enter). Press **Format** (Shift-F8), (4) Other, (1) Advance and (3) Line. Type *3*, press (Enter) and **Exit** (F7).

Finally, change the font a third time by pressing **Font** (Ctrl-F8), (4) Base Font and selecting a 24-point font. Type the desired name, such as *Megan*, and press **Exit** (F7) twice. If these fonts aren't available on your system, choose the best available font.

Adding the final touches

All the card needs now is to be folded and signed. This gives you the basic format, but the variations are unlimited.

For example, include another personal message on the inside left page by creating a user box before you create the inner right page. After creating the box, adjust the size and place it in the left margin. Choose (9) Edit to type the message, varying the fonts.

The example I created is a birthday card, but you can apply these techniques to any type of greeting: wedding or birth announcements, party invitations, Valentine's, Mother's or Father's Day, Christmas and so on.

In addition to the WP graphic files, you can purchase similar libraries of electronic art packages. You can further personalize the card by using a scanner to translate a photo of yourself, family or favorite pet into a TIFF file. Transfer the TIFF file to your card by using it in place of the balloons in the figure on the front cover.

The card can be printed on any graphics printer. If you have a color printer, so much the better. Some graphics files will print in color. Otherwise, color the card yourself with felt tip pens or colored pencils.

Save yourself a trip to the card shop and add that individual touch to your greetings. Who says computers have to be cold and impersonal? ❑

Mary Ann Venable, a WordPerfect Certified Instructor, teaches at Computer Learning Center in Knoxville, TN.



Application available on *Disk of the Month*, page 87.

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by Pat Taylor

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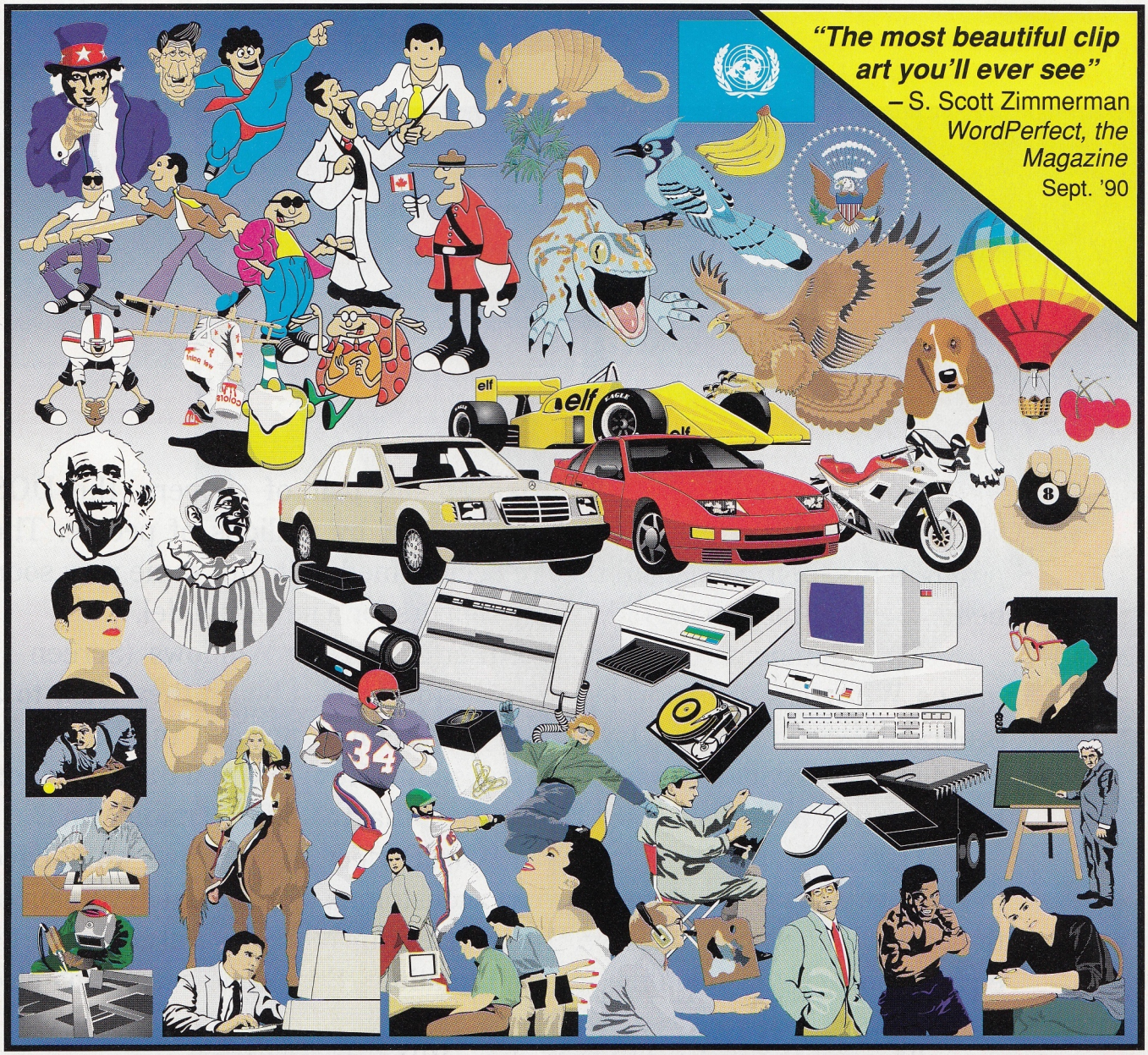
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WORDPERFECT DOES

A NEW LOOK FOR 5.1

ILLUSTRATION BY JEFF KOEGEL

Like an old pair of slippers, the DOS version of WordPerfect is comfortably used by millions of people. The program fits their needs and they're accustomed to it. But some may soon be tempted to trade those old, comfy slippers for a newer model.

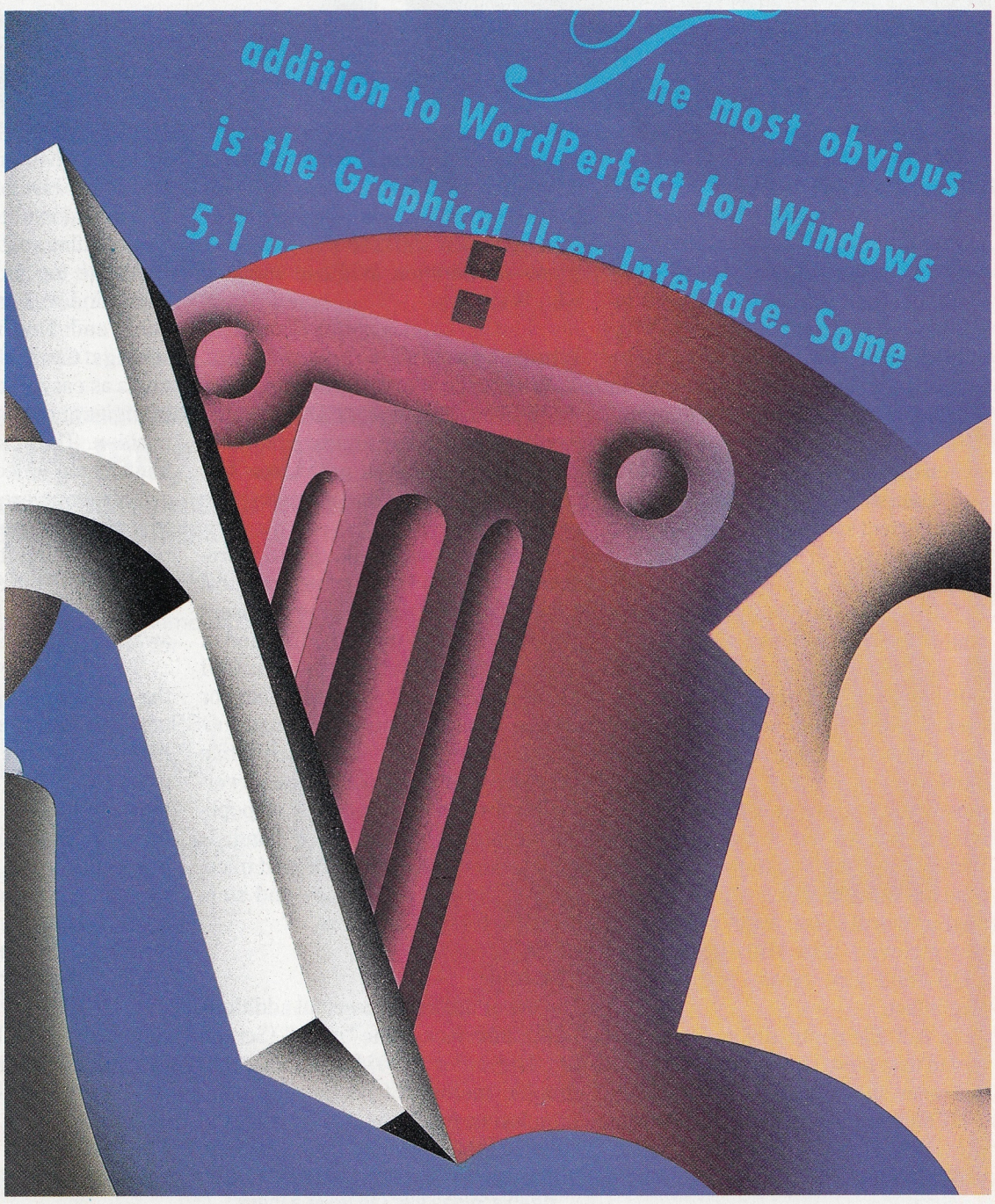
The imminent release of WordPerfect 5.1 for Windows (Screen 1) means WP users will soon face a major decision: Should they stick to a program they know and love, or try something new? If they move to Windows, what will they gain in the transition? How easy will that transition be? What will WordPerfect for Windows do that the DOS version won't?

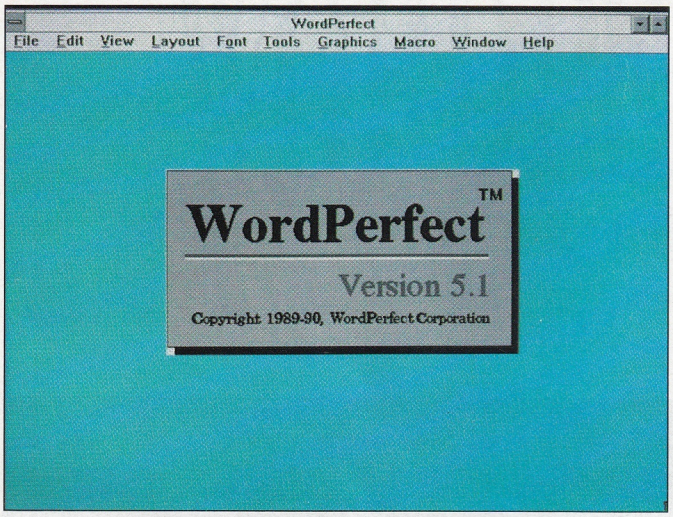
Users who decide to switch to WordPerfect for Windows won't have to give up any features they've grown accustomed to in the DOS version of the best-selling word processor. WordPerfect for Windows will contain 5.1's entire feature set—including Tables, Equations, Styles and everything else that makes WordPerfect so perfect.

The transition should be painless. WP programmers have preserved much of the familiar function key interface. Keystroke compatibility has been maintained as much as possible, while adhering to the Windows Common User Access (CUA) guidelines. This means users accustomed to pressing **Print** (Shift-F7) can still press (Shift-F7) to print their documents. Fonts are

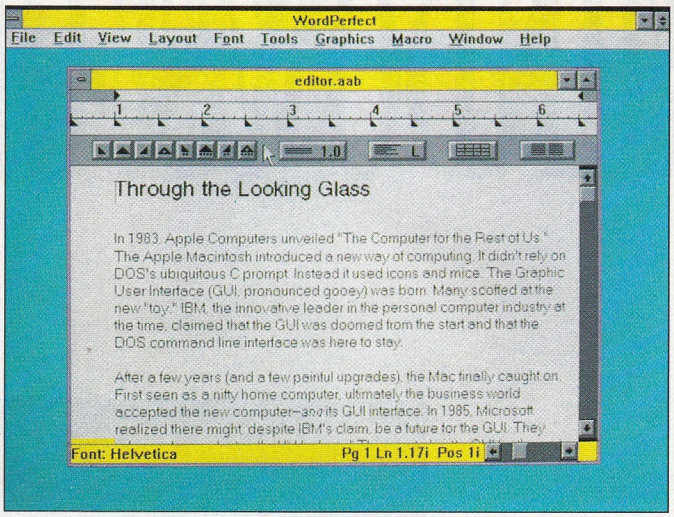
WINDOWS

BY ALLEN BIEHL





Screen 1. WordPerfect for Windows



Screen 2. The Ruler

still accessed by pressing **Font** (Ctrl-F8). **Styles** (Alt-F8) still provides access to styles.

Some keystroke changes were made necessary by the Windows interface. For example, all standard Windows applications use the (F1) key for **Help**. To maintain that interface (a common interface is one strength of Windows) programmers chose to switch the familiar **Help** (F3) key to F1 and **Cancel** (F1) to (Esc). In true WordPerfect style, however, users will be able to switch these keys back if they desire.

File compatibility has also been maintained. With the growing popularity of Local Area Networks (LANs), WP programmers realized that not everyone who needs access to data will use the same version of the program. Since many users will be operating in mixed environments (Windows and DOS), WordPerfect for DOS and WordPerfect for Windows will both read the same files. Any document created in WordPerfect for Windows can be retrieved into WordPerfect for DOS—and vice versa—with formatting intact.

In fact, file compatibility is not limited to data files. The Windows version will also share spelling dictionaries, .SET files and other auxiliary files with the DOS version, including printer drivers. This will allow users to take advantage of WordPerfect's 800-plus printer drivers—including any they have modified with the PTR.EXE program—in addition to those supplied with Windows.

What's new

What will WordPerfect for Windows do for users that the DOS version won't? Most of the improvements in the Windows version aren't *new* features, but new ways of accessing the old ones.

The most obvious addition to WordPerfect for Windows is the Graphical User Interface (GUI). Some 5.1 users have already ventured into the land of window shades and rodents, but GUI goes much further. WordPerfect for DOS provides menus and mouse support as a secondary approach while users become familiar with the powerful keystrokes that make WP so popular. Windows, on the other hand, is built around the GUI concept of mice, menus, buttons and icons—and so is WordPerfect for Windows.

The ruler

One of the most powerful additions to the interface is the "ruler" (Screen 2). The ruler provides an optional graphic method of performing common layout functions. At a glance, the ruler can tell you what the tab settings are, what the line spacing is and several other bits of useful information. More importantly, you can change these settings with a few mouse clicks.

At the top of the ruler is a small blank line with two small triangles at either end. They represent the margin settings. Changing a left or right margin is as easy as clicking on one of the triangles and dragging it to the desired position. The display reformats automatically to reflect the new settings.

Tab stops are represented by the triangles just below the margin settings. Moving these icons quickly changes the tab stops. To delete a tab stop, click your mouse on it and drag it away.

To select several tab stops, click in the empty space to the left of the first tab in the group and drag to the right. As you move the mouse, the tabs you pass are highlighted. This group of tabs can then be deleted by dragging them off. Moving and copying them is just as easy.

Setting new tabs is also very intuitive. Notice the row of triangle icons near the left edge of the ruler (Screen 2). They're separated into two groups. The four on the left are left, center, right and decimal tabs. The four on the right are the same types with dot leaders. To set a decimal tab, click on the decimal tab icon (the fourth from the left) and drag its image to the desired position. That's all there is to it.

Buttons

There are four other "buttons" on the ruler that help you format your document quickly. On the left is one to set line spacing. Clicking this button displays a short menu of three choices. Move your mouse to select single, one and a half, or double spacing and release the button. If the desired line spacing isn't one of those shown, simply double-click the button and a dialog box appears, allowing you to enter any desired amount of spacing.

The next button is for justification. 5.1 has four kinds of justification: left, right, full and center; clicking this button lets you quickly select one. Of course the text will immediately reformat to reflect the new setting.

To the right of the justification button are the two most powerful buttons on the ruler. Clicking on the tables button displays a small grid. By dragging the mouse, you can define a table of any size (Screen 3). Once table size has been defined, the top of the ruler changes slightly. Small T-shaped icons will display within the margin bar at the top of the ruler showing the column widths in the table. Changing widths is as easy as clicking on one of these icons and dragging it left or right. By using the (Ctrl) key, you can change the widths proportionally or absolutely. As with the line spacing button, double-clicking on the table button will bring up the Table Definition dialog box, giving you more options.

On-the-fly table editing

In addition to setting up the table quickly, WordPerfect for Windows lets you edit the table size, cell formats, line thickness, etc. on the fly. There's no special table edit mode, allowing users to enter text and edit the table at the same time.

Equally as powerful as the table button is the one to its right—the columns button. In WordPerfect for Windows, you can quickly define columns and turn them on by clicking on this button and selecting the desired number. This button is also used to turn columns off.

With columns turned on, the top row of the ruler displays the column

WordPerfect for Windows lets you edit the table size, cell formats, line thickness, etc. on the fly. There's no special table edit mode.

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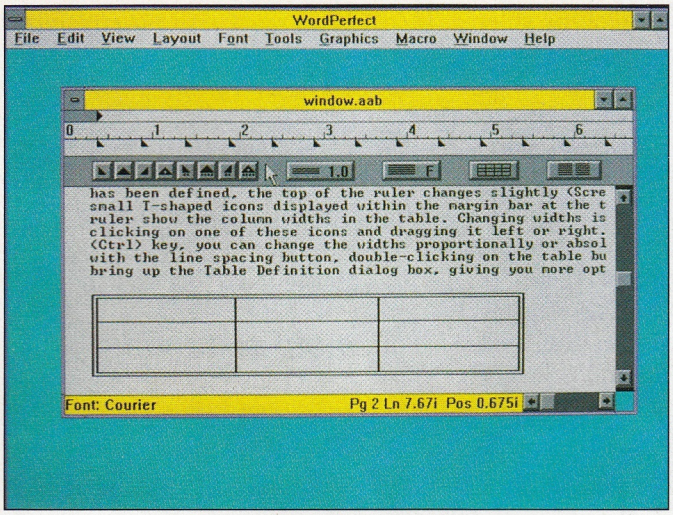
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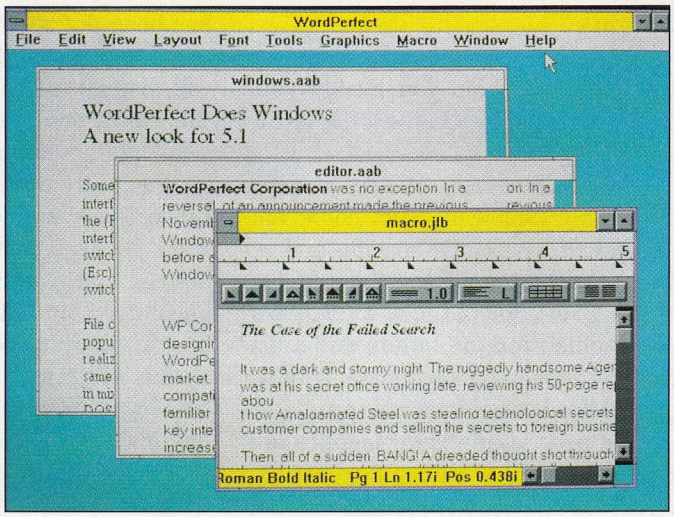


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Screen 3. Defining a Table



Screen 4. Three Different Documents

margins. Columns can be resized or moved with these icons without going into a definition mode. As with the other buttons, double-clicking on the button brings up the column definition dialog box, giving you more precise control of margins. This dialog box also lets you define up to 24 columns.

Graphics

WordPerfect for Windows makes working with graphics much easier. You set up a graphics box much the same as you did in DOS—but once the box is defined, working with it becomes a joy. First of all, the graphic image is displayed in the box at all times. Is that graphic in the wrong place? Simply click on it and drag it to where you want! The text reformats and wraps around the box immediately. It's the wrong size? Click on one of the corners and expand it. It's that simple!

Another enhancement is the ability to handle more than two documents. WordPerfect for Windows will handle up to nine at a time. This makes compiling data from several documents much easier (Screen 4).

Draft mode

One of the criticisms of the WYSIWYG interface is its font display. When using multiple fonts, both large and small, the text can become difficult to read. WP provided a "Draft Mode" to help alleviate this problem. Draft mode simply suspends the WYSIWYG display and displays light text on a dark background in the familiar monospaced font. This reduces eyestrain and also speeds up the display a bit. When all the data has been entered, leave draft mode and use WordPerfect for Windows' graphic interface for formatting.

Another common criticism, and this may sound like a contradiction, is the graphical interface itself. Most common GUIs are highly dependent upon the mouse for accessing menus and dialog boxes. However, word processors are still most commonly used for typing words. This process is slowed when you move your hands from the familiar home row of your keyboard to the mouse. That's one reason WordPerfect for Windows has maintained its familiar keystroke interface. For users familiar with the keystrokes, it's rarely necessary to reach for the mouse. Meanwhile, newer users can take advantage of the intuitive graphical interface to access the power of WordPerfect.

No free lunch

All these wonderful enhancements come at a price. The most obvious price is the hardware requirement. WordPerfect for Windows will run on as little as a '286 class machine with 2MB of RAM, but for better performance a '386 is recommended. While working with Windows 3.0, I use a 20MHz '386 with 2MB of RAM. While performance is good, I still find myself wishing for more memory.

The choice

All this discussion leads to a final question: Which version best suits your needs? Much of that decision should hinge on how you use WordPerfect. If you produce mostly correspondence and have little or no need for multiple fonts or elaborate layouts, WordPerfect for DOS will continue to satisfy you.

On the other hand, anyone who uses WP as a desktop publisher should order WordPerfect for Windows the day it's available.

The most notable feature of WordPerfect for Windows—and Windows applications in general—can't be quantified. It's *fun!* When manager of testing, Kevin Adamson showed me a demo of the product, I spent several gleeful hours with it. Every click of the mouse brought fresh surprises. That prompts me to close with a brief warning: If you're considering WordPerfect for Windows, be careful! You may find yourself spending more hours at your computer—and getting more done—than you ever thought possible. ❑

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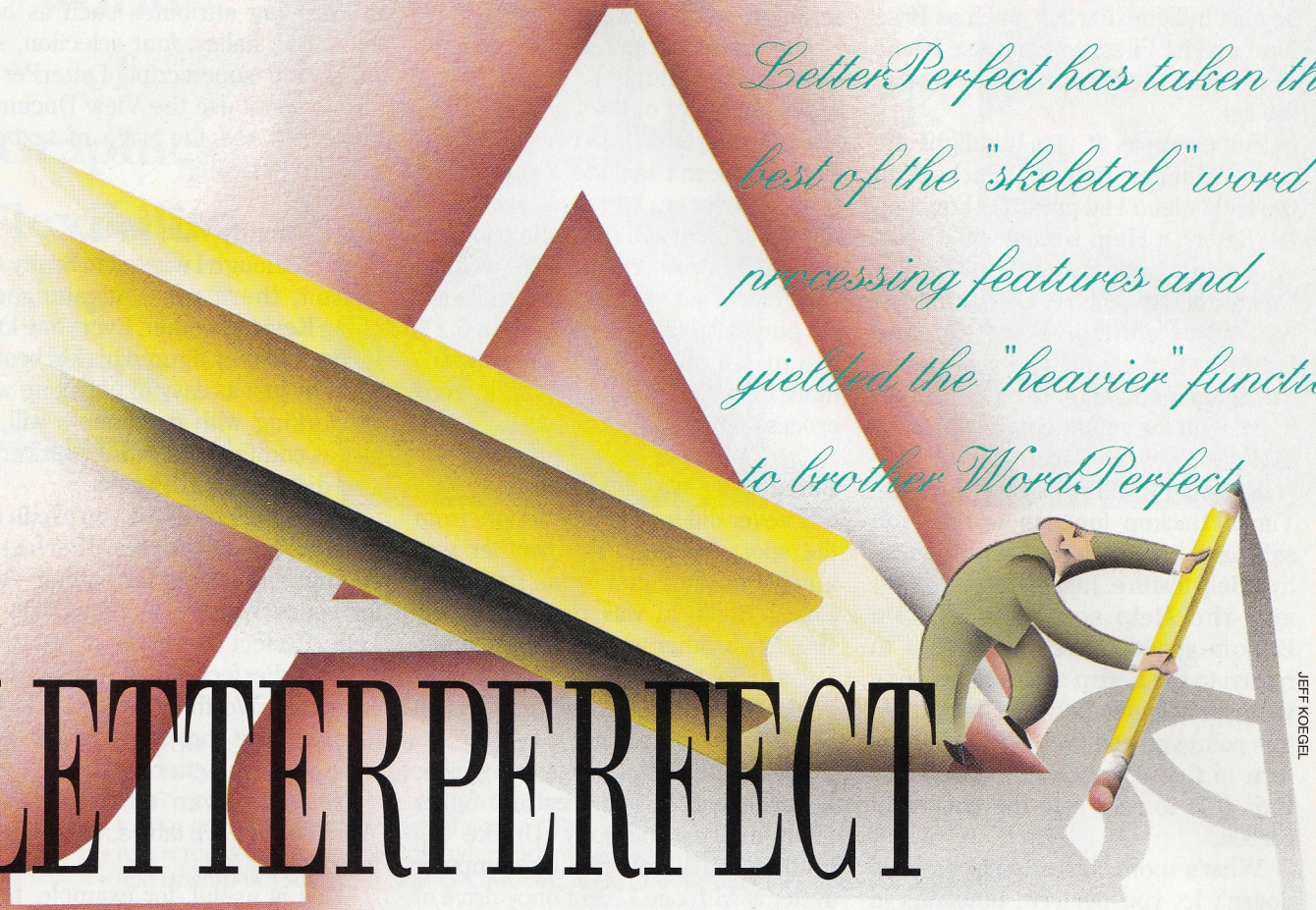
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Here's the short story.



LetterPerfect has taken the best of the "skeletal" word processing features and yielded the "heavier" functions to brother WordPerfect.



JEFF KOEGEL

LETTERPERFECT

NOT JUST THE KID BROTHER

BY DAVID MICHAELS

"Are you Kevin's brother?" Mrs. Grumby, my home-room teacher, asked as she called the roll on my first day of high school. "If you are, you have some big shoes to fill."

Big shoes, all right. Size 13.

Kevin was all-state everything before he graduated. I was the sibling of a living legend. And I was reminded of it in every class and at every activity.

It was tough growing up as the younger brother.

LetterPerfect, the new basic word processor from WordPerfect Corporation, may also find it tough being the kid brother to the company's best-seller, WordPerfect 5.1. Everyone will want to compare its features to those of WordPerfect. But LetterPerfect isn't just a scaled-down version of WordPerfect 5.1. It stands on its own—like I had to.

I remember Coach Budalski. He was the coach with the mile-long forehead and a losing streak to match.

"Yer Kevin's kid brudder, ain't ya?" he asked me the day of freshmen tryouts. "Ain't too big fer Kevin's brudder," he sneered. "Maybe I'm not as big," I countered, "but I'm much better looking."

I think LetterPerfect is better looking, too. LetterPerfect emphasizes a pull-down menu interface to access its features, although the function keys still work. (You'll even find the reference manual favors the pull-down menu options.) The menus in LetterPerfect are less cluttered, and on a color monitor the pull-down menus sport an attractive drop-shadow.

LetterPerfect also allows you to use a mouse.

Smarter help feature

But LetterPerfect's quest for its own identity isn't just cosmetic. LetterPerfect boasts a revamped Help feature that not only gives you easier access to the program features, but will perform the functions for you if you wish.

When you select Help from the Help pull-down menu, you're

presented with a comprehensive list of features and information on how to use the Help feature. This alphabetical list stretches several screens long. As with any list in LetterPerfect, such as Base Font or List Files, you can use Name Search and the cursor keys to browse the list.

For example, if you highlight the topic "Minutes Between Backup" in the Help menu and press (1) Function or (Enter), a **Help** screen will display information about the Minutes Between Backup feature. Or you can select (2) Perform Function and LetterPerfect immediately jumps to the Setup menu and places the cursor in position for you to enter a value for Minutes Between Backup.

But what if you're not sure how the Timed Backup function works? You still have access to the context-sensitive Help feature. Just press **Help** (F3) and the **Help** screen for Timed Backup appears. Press **Exit** (F7) to return to the **Setup** menu and enter a value for Minutes Between Backup. At this point you can press (Enter) to return to the alphabetical list or press **Exit** (F7) to return to the document screen.

What's more, LetterPerfect's Help doesn't let you perform functions in places you aren't allowed.

For example, if you try to use the Help feature to create a graphic while in the Endnote feature, you receive an error message telling you this feature isn't available while you're in an endnote.

Fast keys

LetterPerfect also provides a speedy way to access features using fast keys, or accelerator keys. A fast key lets you jump to a menu or insert a code with a single keystroke. For example, you can press (Ctrl-G) to create a graphics box in your document.

WordPerfect Shell

LetterPerfect ships with the WordPerfect Shell program (version 3.0). This program helps you manage your computer's memory. It also allows you to switch between programs without exiting them. Shell also includes a Clipboard feature that allows you to transfer information between programs.

For LetterPerfect, Shell becomes even more valuable. Unlike some other members of the family, such as WordPerfect and DrawPerfect, LetterPerfect doesn't include a macro feature. However, you can use Shell macros to help you record keystrokes and automate operations you perform repetitively in LetterPerfect. While not as powerful as WordPerfect 5.1's macro language, Shell macros are more than enough for most basic word processing needs.

Small and fast

I never did garner any honors from the sport in which my brother was king. Football just wasn't for me. Coach Budalski was right about my size. My brother weighed 265 pounds. I was lucky to weigh 175 pounds after being thrown in the swimming pool with all my clothes on.

I was smaller, but I was faster. So is LetterPerfect. It requires just under 360K of free memory. Unlike big brother 5.1, it can run on computer systems with one 720K floppy drive or two 360K floppy drives.

LetterPerfect has taken the best of the "skeletal" word processing features and yielded the "heavier" functions to brother WordPerfect. Some of the 5.1 features *not* included in LetterPerfect are Tables, Parallel and Newspaper Columns, Sort, Styles, Spreadsheet Import, Equations, Keyboard Layout and Cross-Referencing.

On the other hand, LetterPerfect does support features such as Headers, Footers, Merge, Outlines and Labels. It directly imports WPG (WordPerfect graphics) images and provides a utility to convert 14 other popular graphics formats. Importing graphics is as easy as using the Retrieve feature.

In addition, LetterPerfect still maintains the extensive printing functions available to WordPerfect 5.1 users. LetterPerfect offers basic printer support for more than 600 dot-matrix, daisy-wheel and laser printers, including printing attributes such as bold, underline, italics, font selection, subscript and superscript. LetterPerfect also lets you use the View Document feature to see the page of text and graphics together.

Compatibility with WP 5.1

Even though I wanted to be my own person, there were advantages to being Kevin's brother. Everyone knew Kevin, and they figured his kid brother must be just as easy to get along with.

Working with documents will feel just as comfortable with LetterPerfect as it did with WordPerfect.

LetterPerfect allows you to edit documents created in WordPerfect 5.1 without any loss of formatting—even for codes WordPerfect supports that LetterPerfect doesn't.

LetterPerfect codes display differently than WordPerfect codes to help you navigate through your 5.1 document while in LetterPerfect.

You can even edit the text of WordPerfect 5.1 tables, columns and footnotes.

This is useful, for example, to the executive who creates a document at the home office with WordPerfect 5.1 but needs to make some minor changes to it using LetterPerfect on his laptop while "in the field."

You don't have to be a WordPerfect "guru" to master LetterPerfect. Many LetterPerfect users will have no previous word processing experience. The Help feature and pull-down menus make LetterPerfect friendly even to novice users.

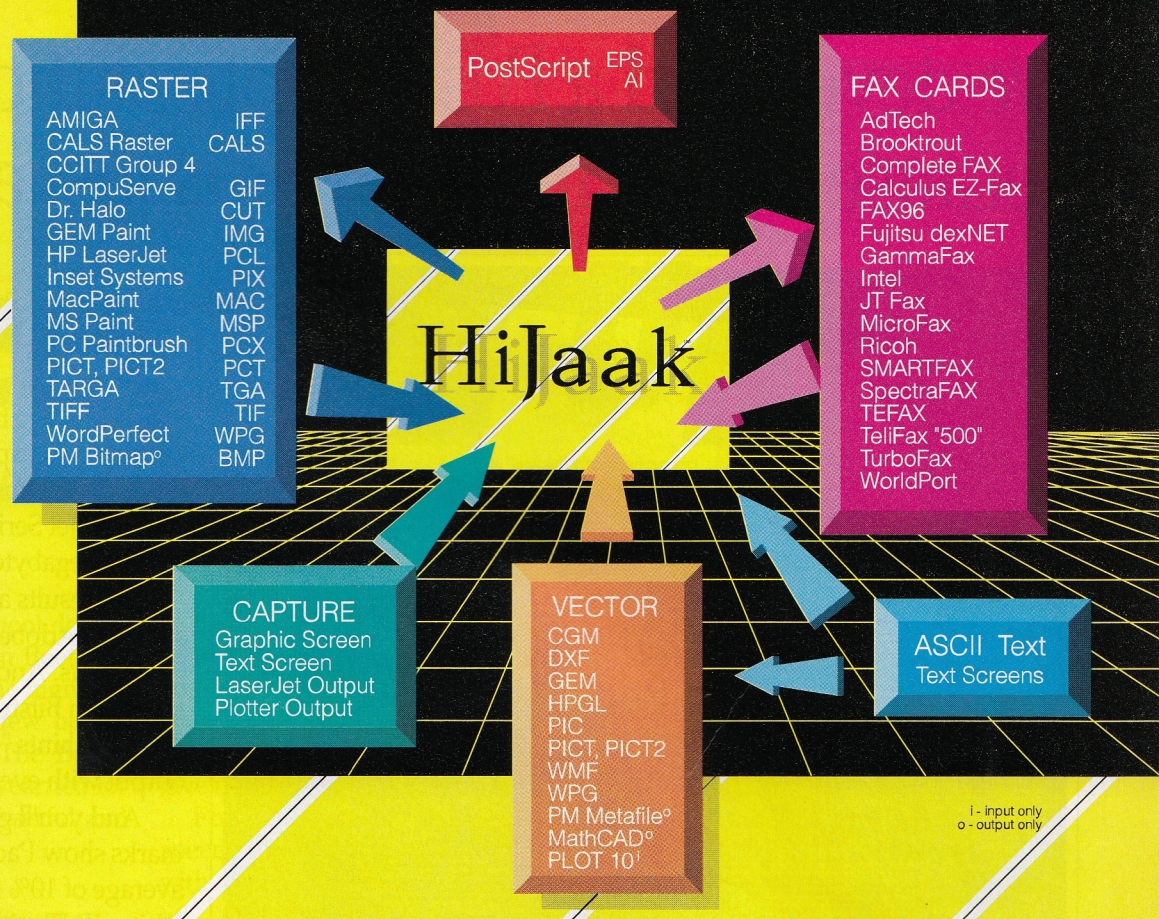
LetterPerfect will please both new users and WordPerfect veterans. Hey, sometimes it's not so bad being the kid brother. ❑

David Michaels works in PC Testing at WordPerfect Corporation.



Applications available on *Disk of the Month*, page 87.

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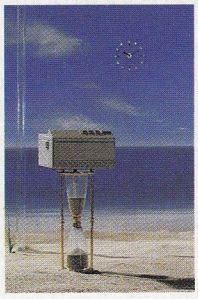
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Speeding Up 5.1

More horsepower from your hardware

by Tim Holder

Back in my high school days, I drove a Volkswagen Beetle. It was no match for the high-performance muscle cars a few better-heeled students sported. The Beetle was transportation—but I yearned for something much more powerful and faster.

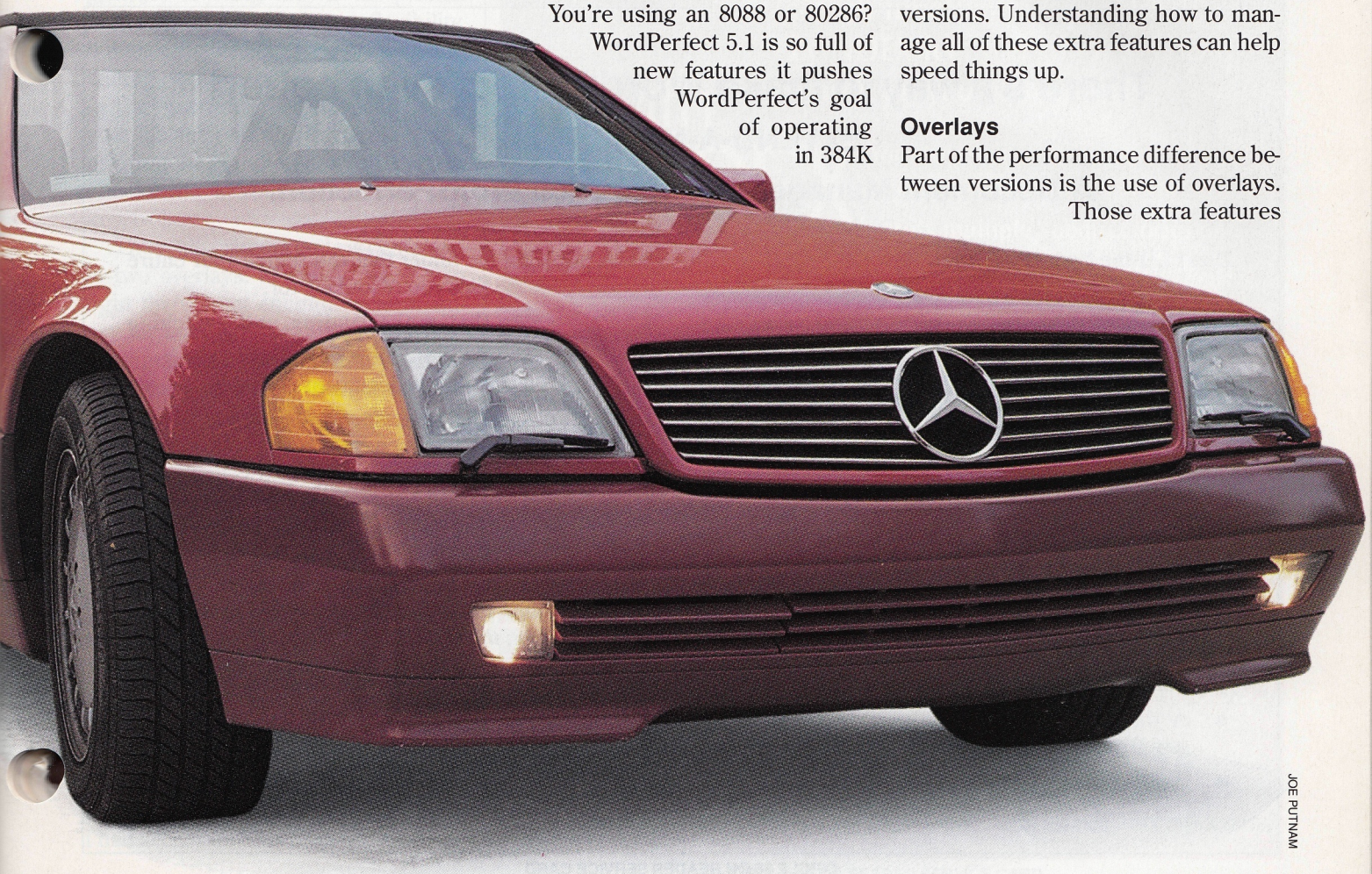
If you're using WordPerfect 5.1 on your "basic transportation" computer, you may sometimes yearn for greater speed. Like cars, the computers with the most horsepower under the hood give the best performance.

Fortunately, there *are* ways to speed WordPerfect 5.1's performance with economy machines.

You're using an 8088 or 80286? WordPerfect 5.1 is so full of new features it pushes WordPerfect's goal of operating in 384K of free DOS memory to the limit. You need 384K as an absolute minimum, and WordPerfect's performance in that environment *can* be downright sluggish at times. Memory-intensive operations, such as View Document, printing (especially graphics), spell checking and generate, may run considerably slower than with previous versions. Understanding how to manage all of these extra features can help speed things up.

Overlays

Part of the performance difference between versions is the use of overlays. Those extra features



JOE PUTNAM

For maximum print speed, send your job and enter no keystrokes until printing is completed. WordPerfect checks the keyboard often for new keystrokes.



added to the program have enlarged 5.1's WP.FIL file to more than twice the size of 5.0's.

The WP.FIL file contains sections of program code (overlays) that are loaded into memory only as needed for the features you select.

For example, **Reveal Codes** (Alt-F3) in 5.1 is contained in an overlay, whereas **Reveal Codes** in 5.0 is internal to the program. Each time you turn Reveal Codes on, you may see disk drive activity. While the Reveal Codes overlay is in use, it occupies some memory.

Should you use another feature requiring the same memory area, Reveal Codes will be deleted from memory. To be used again, it must be retrieved again from the disk.

To increase program speed, don't display Reveal Codes unless necessary.

Simple cursor movement can be slowed dramatically as WordPerfect struggles to display all those codes.

Memory

Learning about WordPerfect's memory management will also help explain how these overlays can affect your efficiency. The easiest way to increase performance is to free up more DOS memory for 5.1 to work in. Any extra memory you can add helps. WordPerfect itself takes approximately 312K memory for just the program files.

The remainder is labeled as workspace and is divided up based on the amount of free memory. (See Understanding Workspace.)

Running WordPerfect with only 384K of free memory leaves just 53K of workspace. It's sectioned into three parts: 13K for document 1, 13K for document 2, and 27K for what WordPerfect refers to as "cache." This 27K memory cache is the holding area where temporary information and files

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are stored. If the Reveal Codes overlay gets bumped from the program area memory by another feature, it may be moved to and read from this holding area instead of from disk.

Reading from memory can be as much as 100 times faster than disk access.

Users with a lot of workspace may notice disk activity only the first time Reveal Codes is used, since subsequent usage can be from cache. Those with tight memory configurations (like 384K) will notice much more disk access than those with more free memory.

Freeing up conventional memory is the quickest, cheapest and easiest way to speed up 5.1.

Printing

WordPerfect's background printing lets you continue editing while your print job is being sent to the printer. This allows you maximum flexibility, but may hinder both your printing and editing performance.

For maximum print speed, send your job and enter no keystrokes until printing is completed. WordPerfect checks the keyboard often for new keystrokes.

The main printing code is contained in two overlays. Memory may be so tight there's not enough cache memory for both overlays. This can cause continual disk reads as the overlays are swapped in and out. Swapping overlays back and forth can slow printing to a crawl. If you edit while this is going on, your print job can take what seems like forever. This can also trigger the "not enough memory" error message when you try to use View Document.

PRS files

I purchased a font cartridge for my dot matrix printer, and created a printer file for all 196 fonts. The .PRS file I created turned out to occupy 25K or so. I did the same at work, creating a printer file for all 200 or so soft fonts I had access to. This .PRS file was over 125K in size. I didn't realize that up to 80 percent of some printer resource files (.PRS) is stored in cache memory. I couldn't figure out why I could view a document at home, but couldn't at work.

In my work environment, with DOS, network TSRs, WordPerfect Office Shell, etc. already resident, I hadn't counted on using most of my cache area to store the .PRS information.

I soon learned to create several smaller printer files that contained soft font groups I was likely to use together. Reducing the print resource file size

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Understanding Workspace

Workspace is a term commonly used when referring to WordPerfect products and their use of memory. Here's an analogy that may help explain what workspace is:

Imagine a large desk—its total area equals 640K. Mark off as unusable large sections of the desk representing DOS, the WordPerfect program and other programs you have resident (TSRs). Divide the remaining desk area into three sections.

This represents the amount of memory you have left. On it you will place pages of your document, possibly a second document, and also a working area for storage and movement of temporary files (cache). Place a filing cabinet and several shoe boxes near the desk.

Next, position a large folding table next to the desk opposite from where you'll sit, and place several file folders on your lap. Go to your filing cabinet (hard disk) or shoe box (floppy drive), grab a file folder, and arrange several of the first papers from the file on one unoccupied section of the desk (retrieve a file into WordPerfect). Some of the extra work area portion must be used to hold your keyboard files, information about fonts, setup, and system.

If the file is too large to fit on the remainder of the desk, place the rest of the papers in the file folders on your lap (top and bottom virtual files on disk). Should sorting, merging, or generating be attempted, temporary work areas (cache) must also be placed in the folders if no desk space is a left.

If you have the folding table close to the desk (expanded memory) you may have enough room there to position the entire file—maybe even some room for those temporary work files. However, if your desk (workspace) is small, the file is large and no table (expanded memory) is handy, you'll have to shuffle (disk access) papers back and forth between the desk (workspace) and file folders (virtual files), as only a certain number of pages will fit on the desk.

If you have a large keyboard selected, use several fonts and have some TSRs loaded, there won't be much workspace on the desk. Too, as you work with larger documents, your arms will soon tire of shuffling papers around between file folders, desk, and file cabinet.

There's no magic or mystery to workspace. The more you have and the better you use it, the quicker and more efficient WordPerfect will be.

can allow your program to breathe easier.

Keyboards

A large soft keyboard with many macros defined can have the same adverse affect as using a large printer file. For example, the Macros keyboard that comes with WordPerfect occupies almost 33K.

It must be stored in cache memory to be used. By deleting the unused macros from that keyboard, I managed to trim the size down to under 20K, while maintaining most of the functionality.

That extra 13K of cache rumbling under the hood helps when I step on the gas.

Expanded memory

Want to stuff some real horsepower under the hood? Adding expanded memory can produce the single greatest jump in performance. However, expanded memory isn't a cure-all, and you must consider certain things when using it.

Expanded memory is used for several things. Virtual files (see Understanding Workspace), graphic printing, spell checking and file caching can all take advantage of this new workspace.

Since accessing files stored in expanded memory isn't hindered by disk access, it benefits almost all aspects of WordPerfect.

You may see dramatic increases in speed when generating a large document. Indices, Tables of Contents, etc. use temporary files that are built in memory.

If the file you're working with is too large and several large temporary files must be used, these may be accessed much quicker in memory rather than shuffling back and forth between disk and memory. (Again, see the Understanding Workspace sidebar at left.)

Certain graphics must be rasterized—the creation of bitmapped patterns from non-bitmapped graphics formats—so each dot may be placed as the graphic is printed on the page. Rasterizing the graphic in available expanded memory can be done in much larger sections than if regular cache memory is used.

If you're using the 3/30/90 or later release, even the spell check overlay's code can be stored and used from expanded memory.

Many other files and overlays can be cached using this new additional workspace.

Using expanded memory does have its price. If you chose to limit your conventional memory by loading other programs (TSRs, device drivers, etc.) before WordPerfect, using expanded memory may actually hamper productivity.

A portion of regular WordPerfect workspace is used to "buffer" (Expanded Memory Transfer Buffer) the expanded memory.

If your conventional memory is already tight, the addition of this buffer area can make all operations more sluggish in spite of the expanded memory.

Expanded memory and /R

One function expanded memory can perform is caching the WP.FIL overlay file. Retrieving all the different overlays required can be sped up dramatically by using the /R startup option.

The /R startup option requires approximately 670K of *available* expanded memory. This is a large piece of memory to dedicate to program execution.

Document virtual files "spill" onto disk when all expanded memory is used.

If /R has grabbed most of your expanded memory, your documents could be large enough that their virtual files spill to disk. (See the file folder discussion in the Understanding Workspace sidebar.) Then, even a simple keystroke sequence (Home, Home, Up Arrow) could access the disk constantly as the file shuffles back and forth to disk through expanded memory.

Here's my recommendation for using this startup option. With 1MB or less of expanded memory, let the size of your documents determine whether to use the /R option. Subtract the 670K figure mentioned above from your available expanded memory. Divide that number by two. If the resulting figure is *less* than the size of the documents you edit, don't use /R. Allow expanded memory to do file caching of only those overlays you use during the course of editing.

For example, I have only 1MB of expanded memory. Subtracting 670K from 1024K (1MB) leaves 354K. Dividing that by two gives me a figure of 177K.

Since my documents rarely exceed that size, I can use /R for most of my work.

If, however, I was working on 200+K documents, I probably would not use /R.

Disk cache

If you have the luxury of a large disk cache, it can act in much the same way as expanded memory does, caching files that are read frequently from your hard disk.

Coupling a disk cache, if large enough, with expanded memory can make even the slowest computer acceptably spry.

WordPerfect 5.1 is a popular, feature-laden program. The suggestions above should help you enjoy its many useful word-processing features with a "basic transportation" machine and without sacrificing too much speed. ❑

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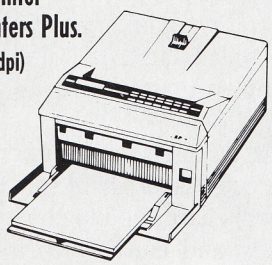


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GATEWAYS TO THE FUTURE

Office 3.0 makes the connection

by Jeff Swain

Panic sets in. The boss has just called you into her office and said, "Fax this message to our Japanese affiliates, cable this message to our bank in Luxembourg and schedule our national sales managers for the training conference next month." Your stomach tightens at the thought of running to the fax machine, calling Western Union and arranging the schedule for 57 sales managers.

Wouldn't it be wonderful to sit at your computer and complete all these tasks in a matter of minutes? WordPerfect Corporation's new gateways software packages let you do just that. Whether your company is large and multinational or small and local, gateways can change the way you do business.

If you have a PC-based computer network, WordPerfect's family of software products will enable you to communicate quickly and easily with a variety of users and communication services around the world.

To fill the assignment mentioned at the beginning of this article, you could use WordPerfect programs to send the message to the Japanese affiliates. Using the WordPerfect Office LAN 3.0 program, the WordPerfect Connections program and a WordPerfect gateway, you could write the message in WordPerfect's electronic mail (E-Mail) program and with the press of a key send the message from your computer to your affiliates' fax machines. If the message was already a computer file, it too could be sent as an E-Mail message. You could do the same thing to cable the message to the bank in Luxembourg.



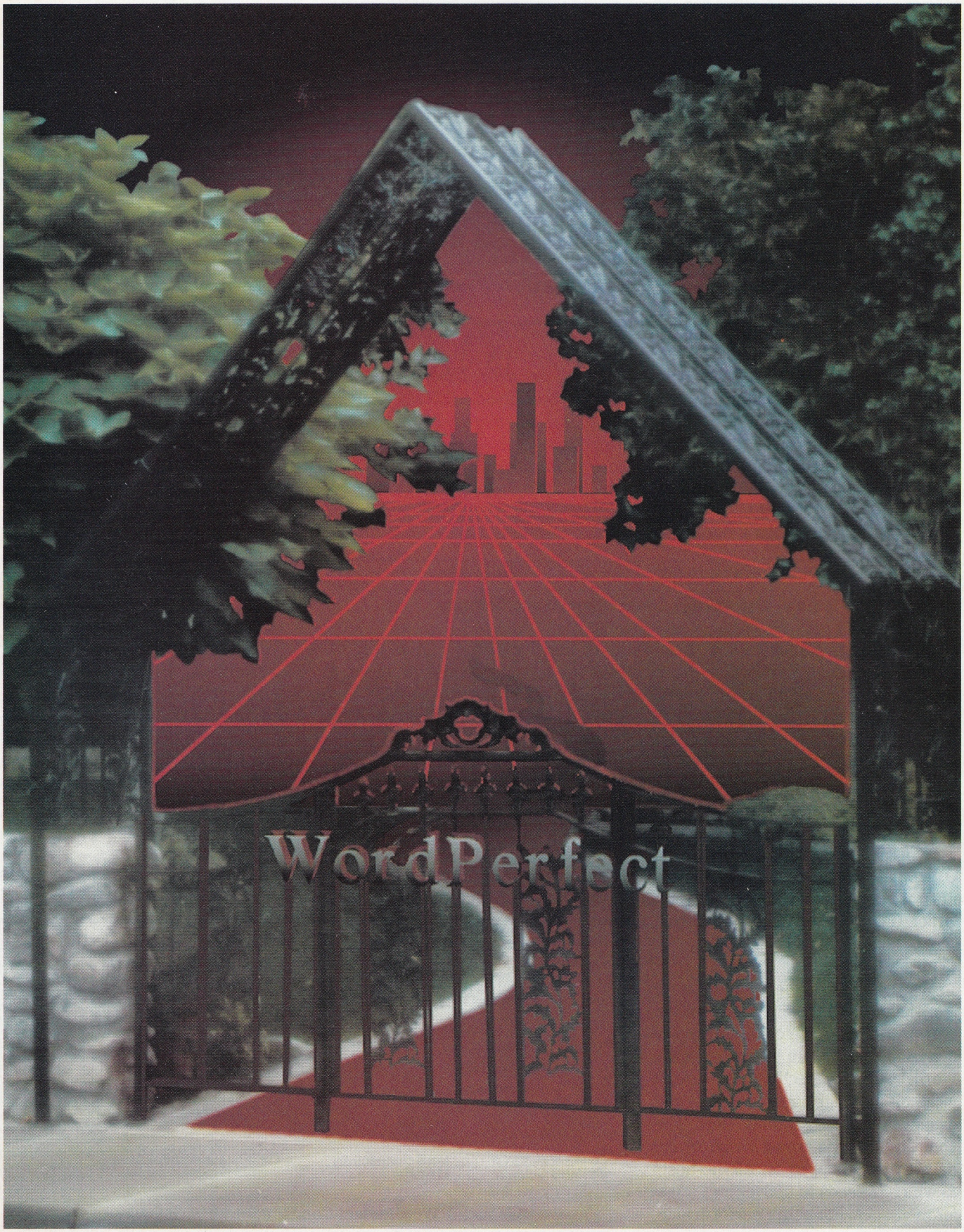
If you have a PC-based computer network, WordPerfect's family of software products enable you to communicate quickly and easily with users around the world.

Scheduler

One member of Office's family of software is a scheduling program. WordPerfect's Scheduler, in combination with WordPerfect Office LAN 3.0, WordPerfect Connections and a WordPerfect gateway, will allow you to coordinate the schedules of all the sales managers right from your own PC.

WordPerfect's gateway programs work with the WordPerfect Office LAN 3.0 program and the WordPerfect Connections program. WordPerfect Office LAN 3.0 is an office automation program for PC local area networks (LANs). It includes an appointment calendar, a notebook program for simple databases, a file manager, a calculator, an editing program for text and macros, a scheduler and an electronic mail program.

The E-Mail program allows you to send messages to and receive messages from any other user on the network. You can also attach files of any format to the E-Mail message. The Scheduler program allows you to schedule events or resources for any



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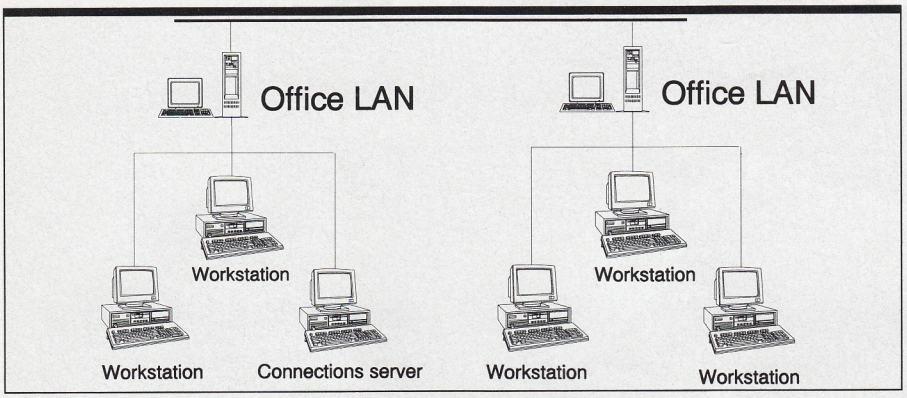


Figure 1. Local Area Network

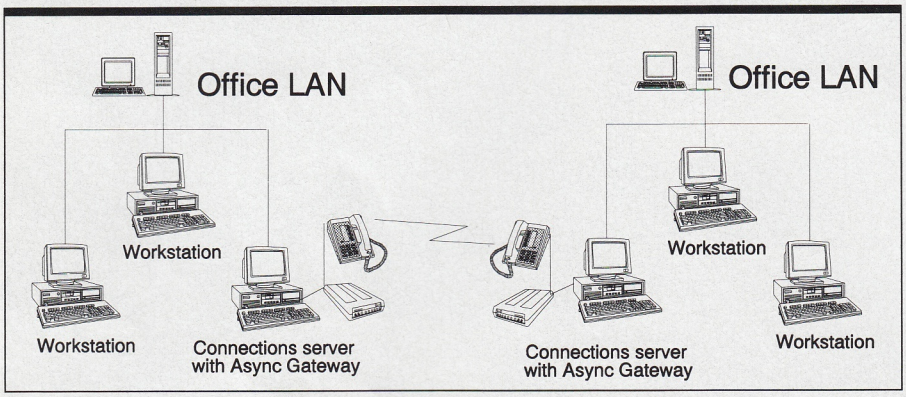


Figure 2. WordPerfect Connections Async Gateway

other person on the network. You can also use Scheduler to coordinate and compare schedules and appointments of the various users on your network.

Multiple LANs are often connected to form one wide area network (WAN). WordPerfect Connections allow you to extend the reach of WordPerfect Mail and Scheduler across one local area network that's using WordPerfect Office to other LANs in the wide area network also running WordPerfect Office (Figure 1).

Connections server

WordPerfect Connections software is installed on a dedicated PC on the network. This "connections server" is a workstation set up to run only the WordPerfect Connections software. It picks up messages from one host and drops them off at another host. The connections server must attach to, and have a drive mapped on, all the hosts to which it needs to deliver and transfer messages. For better performance, the connections server should be attached to no more than eight hosts. A host is a set of directories Mail and Scheduler use for storing and forwarding messages.

In practical usage, a host is usually a file server on a network. However, a host can also be a mainframe computer, a Macintosh computer, an OS/2 computer or a gateway.

In a broad sense, a gateway is a corridor to connect dissimilar networks. This corridor usually consists of both software and hardware. The gateway is responsible for changing protocols and retransmitting packets of information between the different networks. For example, one can use a gateway to connect a PC LAN with a mainframe computer and transfer data between them.

To WordPerfect Office LAN 3.0 and WordPerfect Connections, a gateway is just a special type of host. WordPerfect Gateways are offered as separate software elements that work in combination with the WordPerfect Connections software. WordPerfect Connections and its gateways extend the reach of WordPerfect Office messages from wide area network capabilities to enterprise wide capabilities. This means that someone using Office LAN 3.0 can quickly and easily communicate via E-Mail to a fax machine, a telex machine, a remote office mail system, a WordPerfect Mail user on another computer platform or a dissimilar E-Mail system almost anywhere in the world!

The initial gateways available for WordPerfect Office LAN 3.0 and WordPerfect Connections are the WordPerfect Connections Async Gateway (Figure 2), the WordPerfect Connections MHS Gateway (Figure 3) and the WordPerfect Connections EasyLink Gateway (Figure 4).

Communication

The WordPerfect Connections Async Gateway will allow Mail and

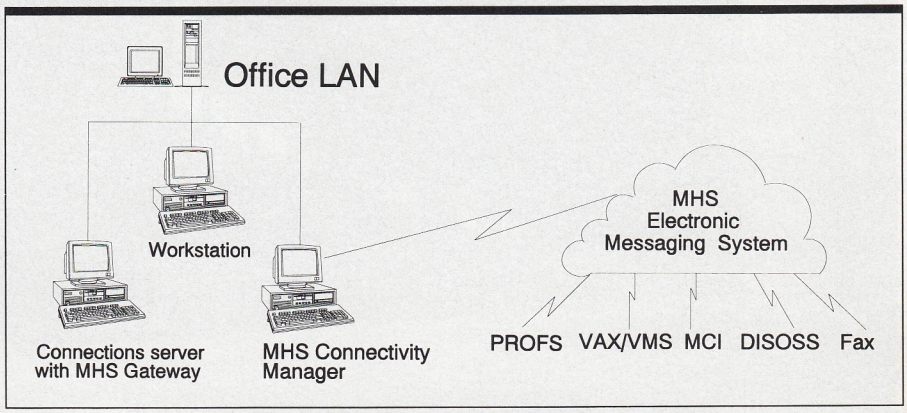


Figure 3. WordPerfect Connections MHS Gateway

Scheduler communication between one Office LAN site and remote Office LAN sites using regular phone lines and modems. WordPerfect Connections Async Gateway requires WordPerfect Office LAN 3.0 and a connections server at each site.

The WordPerfect Connections Async Gateway software can run on the same PC as the WordPerfect Connections software (the connections server) or on a separate dedicated network PC. The modem is attached to the machine running the gateway software. When large volumes of messages will be transferred via the WordPerfect Connections Async Gateway, your system will perform better using a dedicated network PC to run the gateway software. Other factors such as the speed of the PC, the speed of the modem and the quality of the phone line can also affect performance.

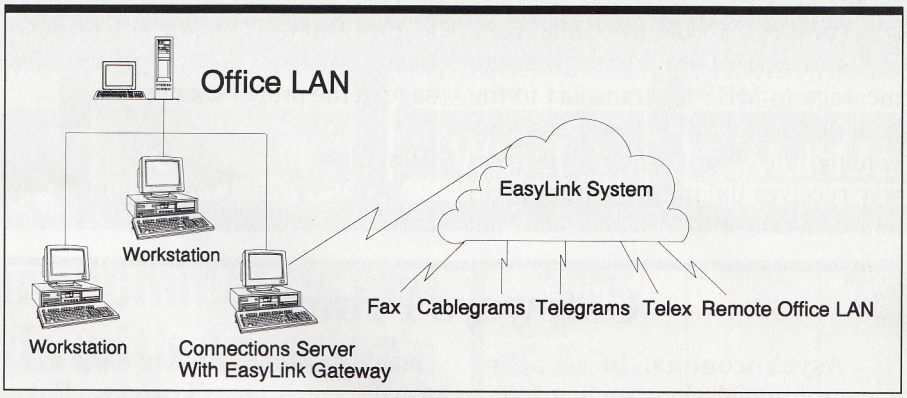


Figure 4. WordPerfect Connections Easy-Link Gateway

The WordPerfect Connections MHS Gateway is a gateway that supports the Novell Message Handling Service (MHS) specification. There are several electronic messaging systems on the market that are compatible with the MHS specification. Some systems that support MHS are PROFS, DISOSS, MCI, fax, VAX/VMS and CompuServe.

The MHS software resides on a file server in your network and requires a dedicated workstation called the connectivity manager for routing messages. The WordPerfect Connections MHS Gateway requires the WordPerfect Connections software and can reside on the same PC that acts as the connections server. If the message is outgoing, WordPerfect's MHS gate-

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way converts WordPerfect Mail messages to MHS format and gives the message to MHS for transport to the final destination. If the message is incoming, the WordPerfect MHS gateway receives the message from MHS and converts it to WordPerfect Mail format, then WordPerfect Connections completes delivery of the message to the proper user.

EasyLink

WordPerfect Connections EasyLink Gateway will link WordPerfect Office users to Western Union's EasyLink network. WordPerfect Mail users can communicate with Western Union E-Mail users and remote WordPerfect Mail users using EasyLink as the means of transport. They can also communicate with other delivery services offered through EasyLink. These other services include fax, telex, mailgram, cablegram, telegram and priority-letter. WordPerfect Connections EasyLink Gateway requires the WordPerfect Connections software and can run on the same network workstation acting as the connections server.

Other gateways on line for development include Retix OpenServer X.400, AT&T Mail, MCI, Telenet and fax gateways. WordPerfect will develop other gateways as customer demand and market conditions warrant. Each gateway will be sold as a separate software component and will require the WordPerfect Connections product.

Also slated for the future are gateways to extend WordPerfect Office messages across multiple computer platforms running the WordPerfect Office program. Planned for the months ahead are versions of WordPerfect Office for other computer platforms such as Macintosh, VAX, Data General, UNIX, OS/2 PM and IBM System 370 VM and IBM 370 MVS. These gateways will allow direct mail and scheduler communication between dissimilar computer systems running the WordPerfect Office software.

With the introduction of WordPerfect Office LAN 3.0, WordPerfect Connections and the WordPerfect Gateways, users can send a message quickly, inexpensively and easily from their computers to a computer on another floor, in another building, across the country or around the world. Those huge stacks of paper you handle, and the endless hours spent coordinating messages and events, may become a problem of the past. And the next time *your* boss calls you into the office, you won't have to panic. ❑

Gateways Primer

Asychnronous. In asynchronous transmission, each machine uses its own internal clock. Asynchronous means not synchronized. This type of transmission is suitable for network mail. It is character based rather than message based. This is the format for the WordPerfect "Async Gateway."

Connection Server. The connection server is the mailman or traffic cop that routes mail and scheduler messages from the sender on one host to the user on another host. The connection server must be logged in as a workstation on one host and attached to all other delivery and transfer hosts in the domain. The connection server also must have the correct drive mapped to the appropriate host directories in the domain.

Domain. A domain is a group of hosts logically associated with a connection server (Figure 1). A connection server can handle between five and eight hosts, depending on the amount of messages moving between those hosts. You also can connect to other domains. The maximum number of hosts that can be connected using WordPerfect Connections is 500.

Gateway. A gateway is a corridor or portal between two dissimilar mail systems. It can transport and translate messages. Think of gateways as the interpreter between mail systems speaking different languages.

Host. A host is a collection of directories and subdirectories that contain the necessary mail and scheduler files. In the real world it is usually equal to a file server. But, there may be multiple hosts on one file server. The maximum number of users on a host mail system is 1000.

Modem. An acronym for **mo**dulator-**dem**odulator. This piece of equipment attaches to a phone line and your network or PC. It changes information from digital (the format used by PCs) to analog for phone transmission, and a modem on the receiving end converts the data back to digital before it's sent to the receiving PC. Information in analog form is more suitable for phone line transmission.

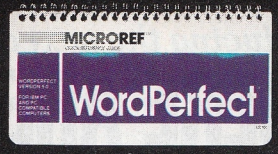
Network. A network connects computers, enabling them to share files, peripherals and applications. A network is the physical connection between machines, Network Interface Cards and an operating system.

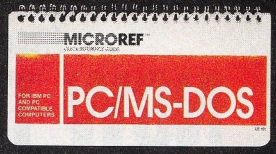
Packet. Data or messages with address and control codes attached so they can be routed to the proper users on a network. Networks send all information as packets.

Remote Access. Allows users to log in to the network from a remote PC using a phone and a modem. Ideally, they can access files and applications from the file server, without needing a PC physically attached to the network.

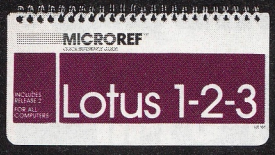
Synchronous. The type of transmission used by mainframes. It can handle large volumes of information. In synchronous transmission both sender and receiver are set to one internal clock. They are synchronized. This type of transfer is suited for large blocks of text.

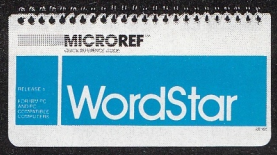
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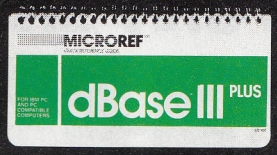


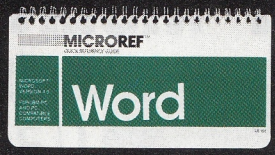


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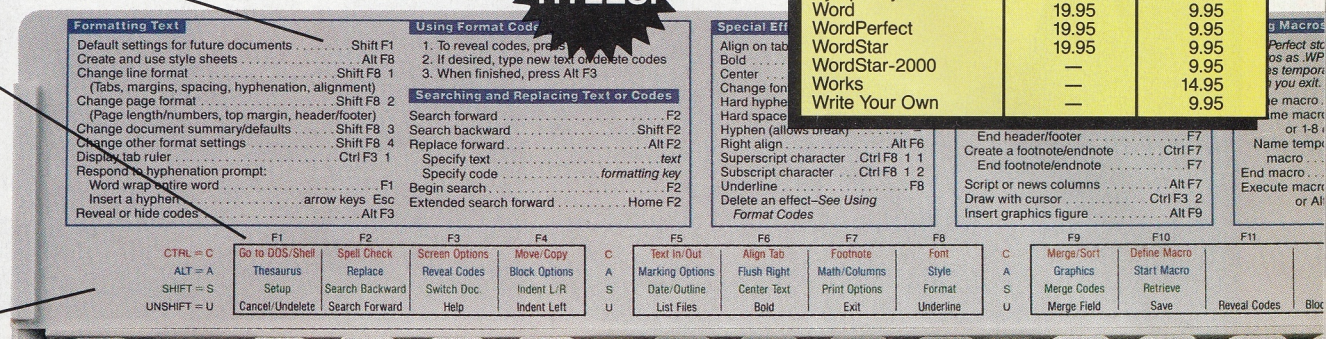
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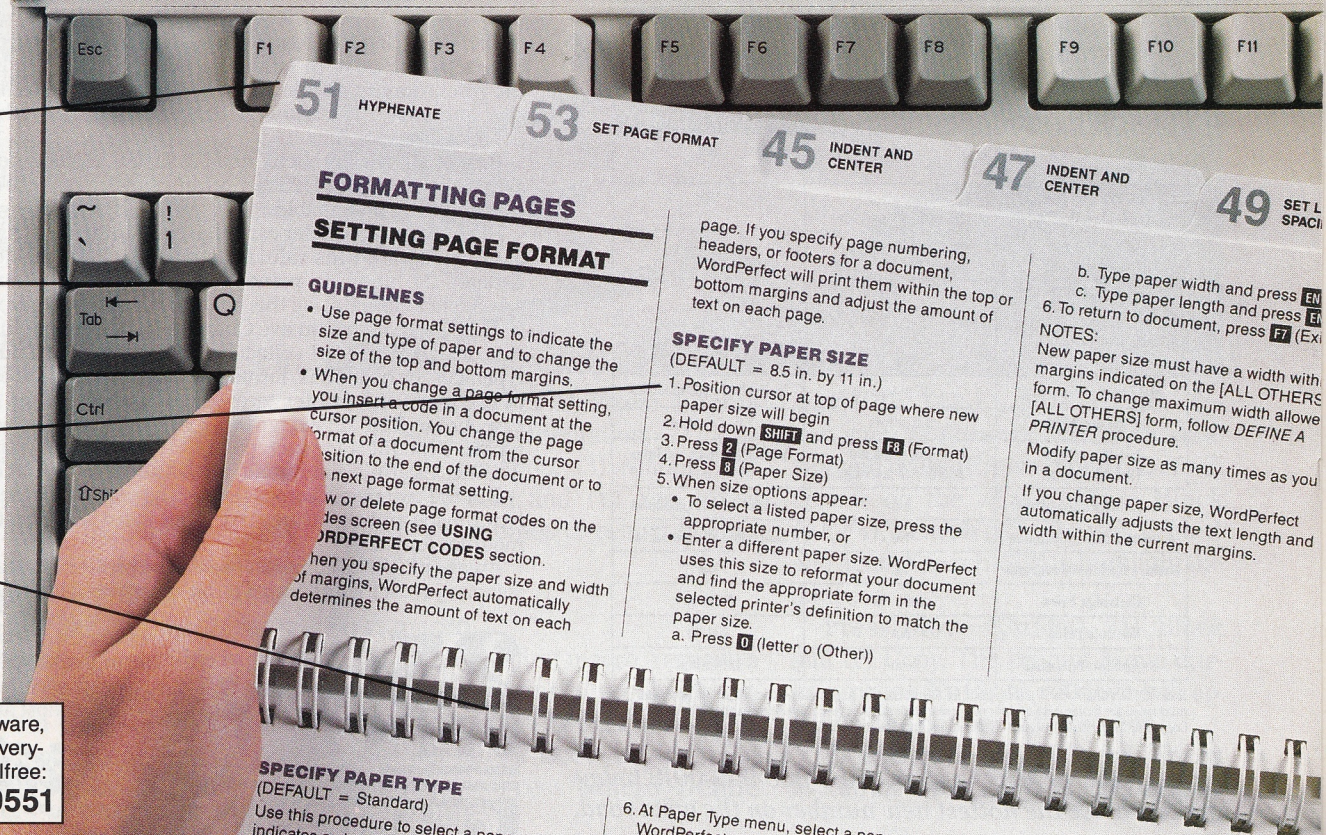
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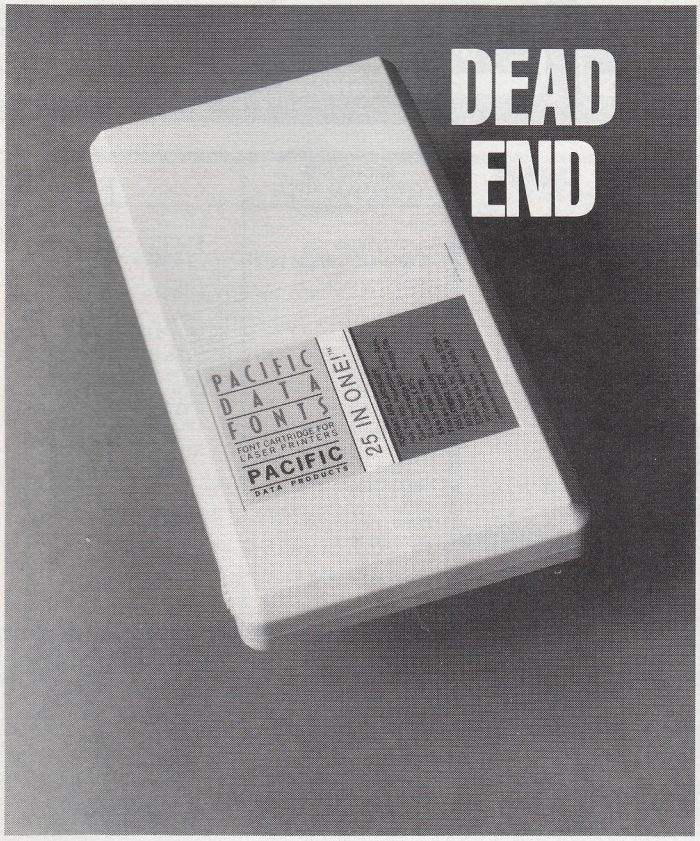
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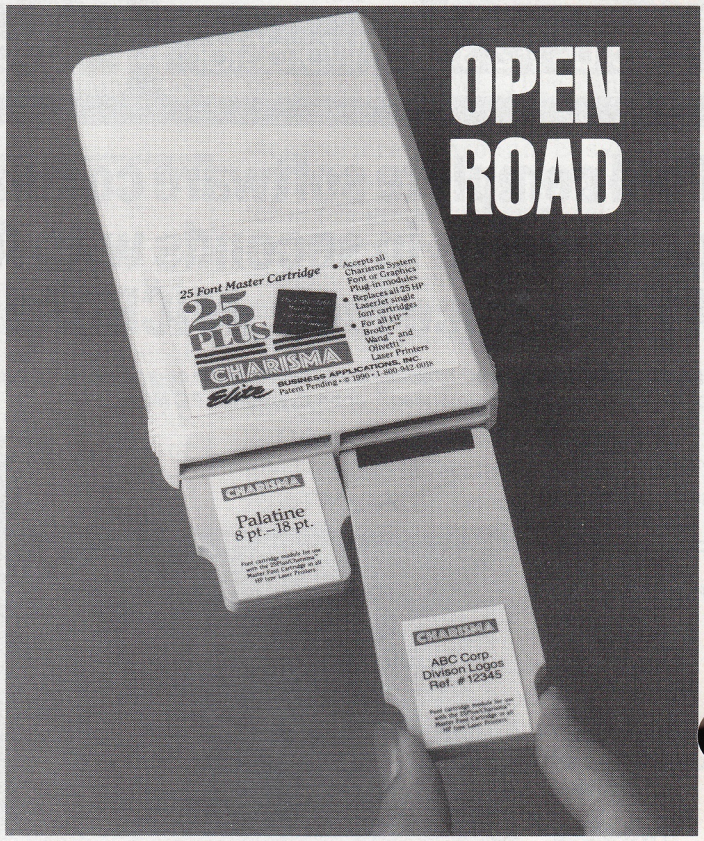
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CIRCLE 35 ON READER SERVICE CARD

Easy Envelope Macros

by Becky J. Beck



STEVE KROPP

"How do I create an envelope macro?" No simple answer, right? Wrong! Here are two easy-to-understand 5.1 and 5.0 envelope macros for laser printers that get the job done.

The first macro blocks and copies an address to your Document 2 screen. It then adds correct formatting codes and prints the page. Finally, it exits Document 2 and returns the cursor to your letter.

The other macro blocks and copies an address, then creates a new page above your letter. It adds correct formatting codes, prints the page, deletes the new page and returns the cursor to your letter.

Adding a form in 5.0

Before creating the macro in 5.0, add an envelope paper size/type form. This form tells WordPerfect what type of paper you're using. To do this, press **Print** (Shift-F7) and (S) Select Printer. With your printer highlighted, press (3) Edit, (4) Forms and (1) Add. At the **Select Printer: Form Type** menu, select (5) Envelope and (1) Form Size. At the **Select Printer: Form Size** menu, press the letter (O) Other and enter *4* for the Inserted Edge or Width (the prompt will depend on your release date of 5.0) and *9.5* for the Height.

At the **Select Printer: Forms** menu, select (2) Orientation, (2) Landscape, (4) Location, (3) Manual, (3) Initially Present and (Y) Yes. Press **Exit** (F7) five times to return to your document screen.

First macro

To create the first macro, retrieve a letter that contains a receiver's address followed by two hard returns. Place your cursor at the beginning of the address. Press **Macro Define** (Ctrl-F10), (Alt-E), type in a description such as *Formats address for envelope* and press (Enter). **Macro Def** will appear on the screen. Press **Block** (Alt-F4), **Search** (F2), (Enter), (Enter) and again **Search** (F2) to highlight the address.

Press **Move** (Ctrl-F4), (1) Block and (2) Copy. The prompt **Move cursor; press Enter to retrieve** will appear at the bottom of the screen.

Press **Switch** (Shift-F3) and (Enter) to retrieve the address. Be sure to

leave the cursor at the beginning of the address.

In 5.1, press **Format** (Shift-F8), (2) Page and (7) Paper Size/Type. At the **Format: Paper Size/Type** menu, press (N) Name Search and type *Envelope - Wide* to highlight the Envelope - Wide paper size. Press (Enter) and (1) Select.

In 5.0, press **Format** (Shift-F8), (2) Page and (8) Paper Size/Type. At the **Format: Paper Size** menu, select (5) Envelope and (5) Envelope.

Now in 5.1 or 5.0, press (5) Margins and enter *2* (or your choice) for the top margin and *.25* for the bottom margin. Press (Enter) and select (1) Line, (7) Margins and enter *4.25* (or your choice) for the left margin and *.25* for the right margin.

Press **Exit** (F7) to return to your document screen. Press **Font** (Ctrl-F8), (4) Base Font, (N) Name search, type in a font such as *Dutch Roman 12pt*, press (Enter) and (1) Select. Press **Print** (Shift-F7), (2) Page to print the envelope. Finally, press **Exit** (F7), (N) No to save the document and (Y) Yes to exit Document 2. Press **Macro Define** (Ctrl-F10) to end the macro.

Second macro

To create the second envelope macro, retrieve a letter that contains a receiver's address followed by two hard returns.

Place your cursor at the beginning of the address. Press **Macro Define** (Ctrl-F10), type *env* (or your choice), and enter a description such as *Formats address for envelope*. **Macro Def** will be on the screen.

Press **Block** (Alt-F4), **Search** (F2), (Enter), (Enter) and again **Search** (F2) to highlight the address. Press **Move** (Ctrl-F4), (1) Block and (2) Copy.

The prompt **Move cursor; press Enter to retrieve** will appear at the bottom of the screen. Press (Home), (Home), (Home), (Up Arrow), then (Ctrl-Enter) to create a new page. Press (Up Arrow) and (Enter) to retrieve the address text. Be sure to leave the cursor at the beginning of the address.

In 5.1, press **Format** (Shift-F8), (2) Page and (7) Paper Size/Type. At the **Format: Paper Size/Type** menu, press (N) Name Search and type *Envelope - Wide* to highlight the Envelope - Wide paper size. Press (Enter) and (1) Select.

In 5.0, press **Format** (Shift-F8), (2) Page and (8) Paper Size/Type. At the **Format: Paper Size** menu, select (5) Envelope and (5) Envelope.

In 5.1 or 5.0, press (5) Margins and enter *2* (or your choice) for the top margin and *.25* for the bottom margin. Press (Enter), (1) Line, (7) Margins and enter *4.25* (or your choice) for the left and *.25* for the right.

Press **Exit** (F7) to return to your document screen. (The margins of your letter will move over temporarily, but they'll return to normal once the macro is completed.) Press **Font** (Ctrl-F8), (4) Base Font, (N) Name search, type in the desired font, such as *Dutch Roman 12pt*, press (Enter) and (1) Select.

Press **Print** (Shift-F7) and (2) Page. Press (Home), (Home), (Home), (Up Arrow), **Block** (Alt-F4) and (Pg Dn). Now, press (Del) and answer (Y) Yes to delete the new page.

Press **Macro Define** (Ctrl-F10) to end the macro.

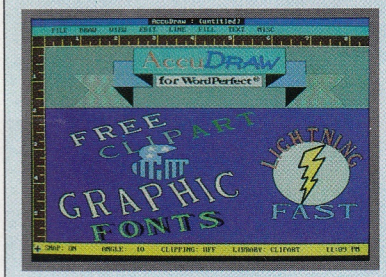
To use either of these macros, place your cursor at the beginning of the address and press (Alt-E) or **Macro** (Alt-F10), type *env* and press (Enter). Your printer will prompt you to insert an envelope.

These uncomplicated macros should forever destroy the myth that envelope macros need to be complex. They're simple, they're efficient and, best of all, they work! ❑

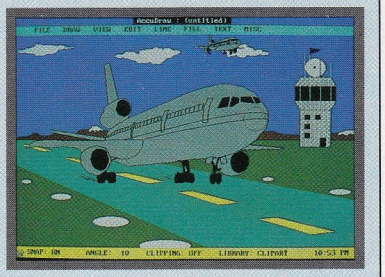


Applications available on *Disk of the Month*, page 87.

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CIRCLE 16 ON READER SERVICE CARD



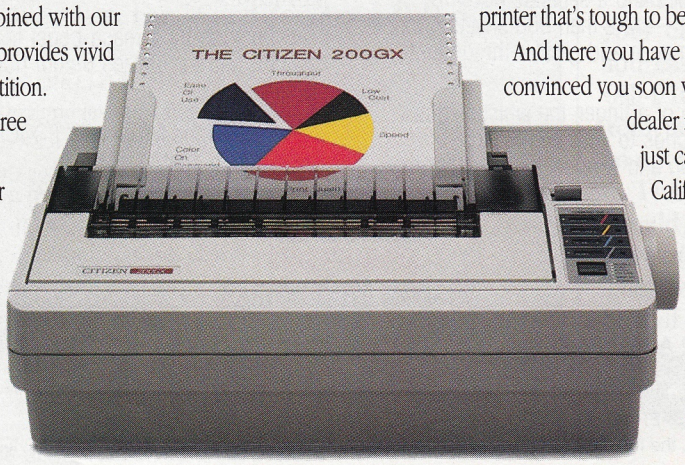
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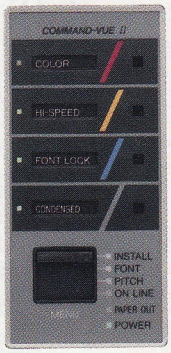
What's more, every 200GX includes Citizen's exclusive Color On Command feature which, combined with our user installed color option kit, provides vivid results unrivaled by the competition.

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CIRCLE 20 ON READER SERVICE CARD

Dot-Matrix Labels

A new life for an old friend

by Dr. Sidney B. Simon

Along with typewriters and carbon paper, the winds of technological change have swept many dot matrix printers into the ashbin of history. I remember my first—a hot little 9-pin whiz that served me well. Then I got laser-printer fever and retired the dot matrix to gather dust. But it's dust-coated no more.

With a WordPerfect 5.1 macro, you can transform your dot matrix printer into a marvelous machine to print "one-up" address labels. A 5,000-label roll can be bought for $10 or so. I always keep a roll in my dot matrix machine, ready to print at my command. The macro works like this: if you invoke it while working on text in Document 1, the macro switches screens and selects the labels form you will create. Type the names and addresses you want to appear on your labels, then press **Print** (Shift-F7) to print the labels.

I have two parallel printer ports. My laser is on LPT1 and the dot matrix is on LPT2. If you only have one parallel port, you can use a switch box that switches between one printer and another. If you use a switch box, keep both printers set to LPT1.

Before creating the macro, you must take a few preliminary steps. From Document 1, press **Print** (Shift-F7), (S) Select Printer. Highlight your dot matrix printer, press (3) Edit, (2) Port and (2) LPT2. The port needs to be changed to LPT2 so that WordPerfect can send the labels information to the dot matrix instead of the laser printer. Press **Exit** (F7) to return to the **Print: Select Printer** menu. Your dot matrix definition should be highlighted. Press (1) Select, then **Exit** (F7).

Next, you need to name and create the paper size form for the labels. Press **Format** (Shift-F8), (2) Page, (7) Paper Size, (2) Add. At the **Format: Paper Type** menu press (9) Other, type *dot matrix labeler* and press (Enter).

At the **Format: Edit Paper Definition** press (1) Paper Size, (o) Other. When the **Format: Paper Size** menu appears, press (o) Other. At the **Width:** prompt, type *3.5* and press (Enter); at the **Height:** prompt, type *1* and press (Enter). Press **Exit** (F7) three times to return to your document. You can create different-sized forms for whatever sized labels you have.

To create the macro, first make sure both screens are clear. Then from your Document 1 screen press **Macro Define** (Ctrl-F10). Name the macro (Alt-L), or your choice. At the Description: prompt, type labeler macro, then press





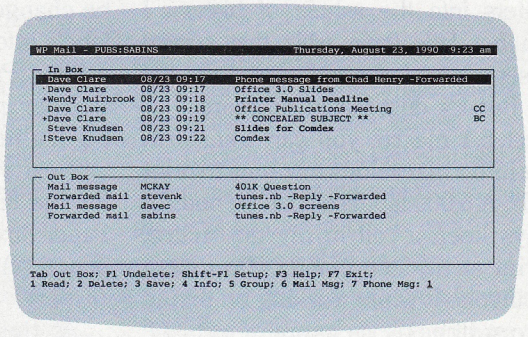
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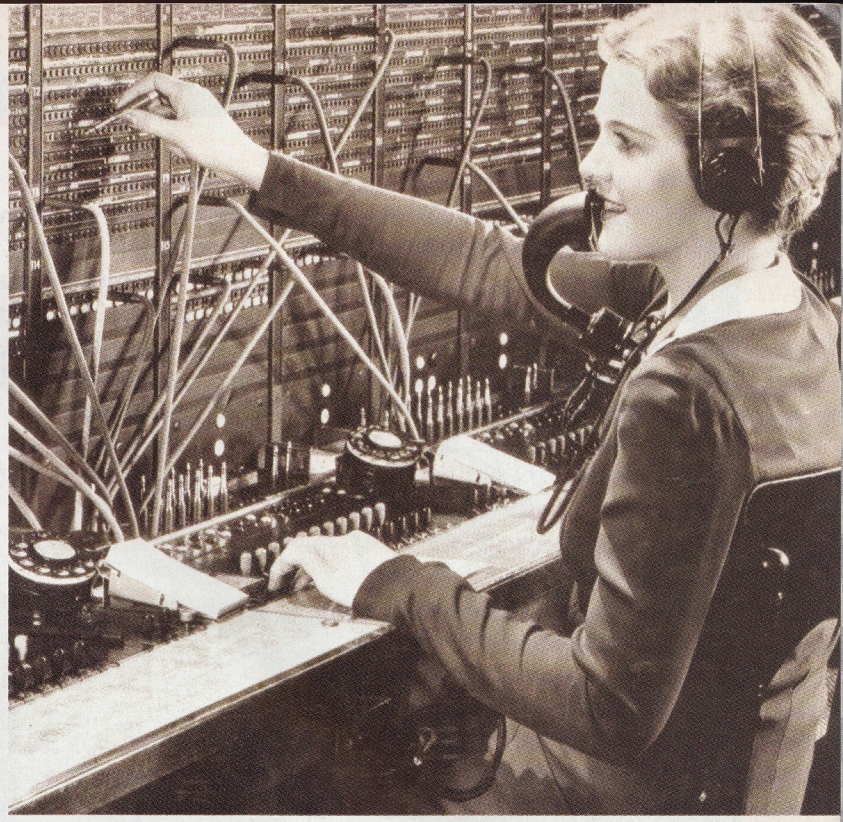
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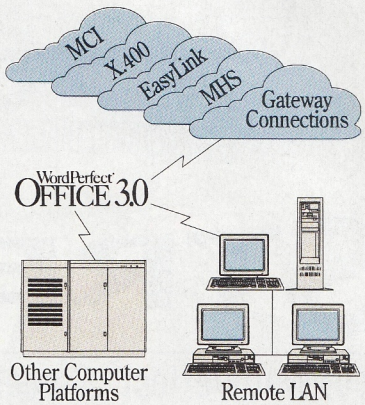


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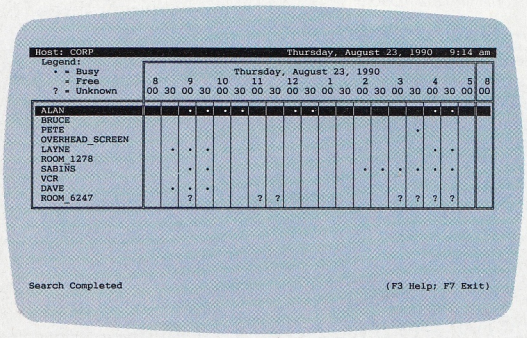
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(Enter). **Macro Def** should be blinking in the bottom left-hand corner of your screen.

Now, press **Switch** (Shift-F3). This takes you to Document 2. Select your dot matrix printer by pressing **Print** (Shift-F7) and (S) Select Printer.

You must perform a name search for your dot matrix printer so that if additional printers are added, the macro will select the correct one. Press (N) Name Search and type in the full name of the dot matrix printer.

This must be done even if the printer is already highlighted. Press (Enter), (1) Select.

Next, press (T) Text Quality, (2) Draft. "Draft" allows the printer to print faster. Press **Exit** (F7) to return to the document screen.

To set the left/right margins, press **Format** (Shift-F8), (1) line, (7) Margins. Enter *.3* for the left and *0* for the right. To set the top/bottom margins, press (Enter) to return to the **Format** menu, press (2) Page, (5) Margins. Enter *.25* for the top and *0* for the bottom.

To select the labels form created earlier, press (7) Paper Size, (N) Name Search. Type in *dot matrix labeler*, press (Enter) and (1) Select. Press **Exit** (F7) to return to the document screen and press **Macro Define** (Ctrl-F10) to end the macro.

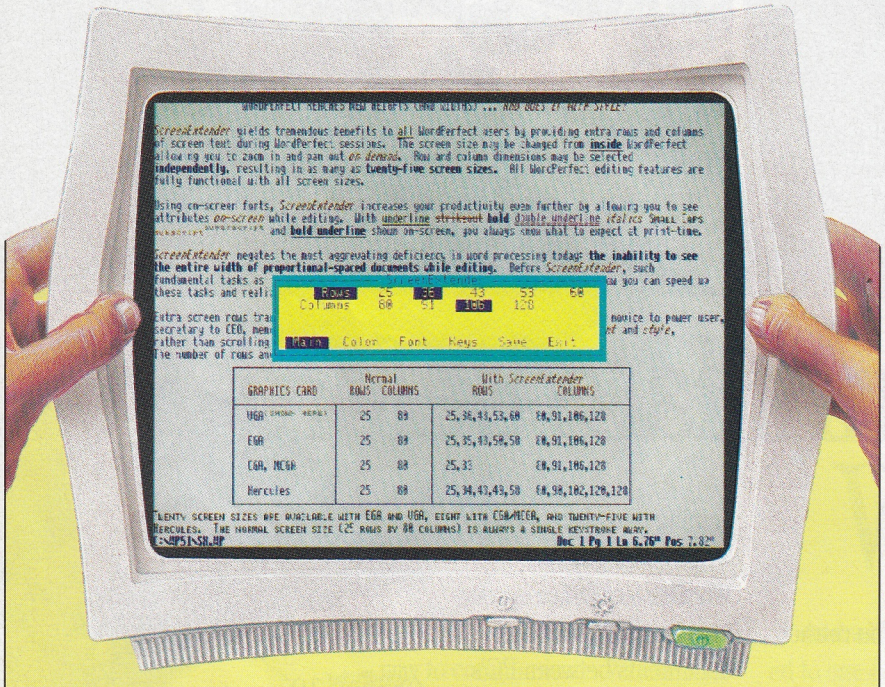
Laser printers are wonderful, but they can't do everything. If you've retired your dot matrix machine, dig it out and put it to work.

With Document 2 empty, invoke the macro from Document 1 by pressing (Alt-L). Type the desired names and addresses, then press **Print** (Shift-F7), (1) Full Document to print them. To return to Document 1, press **Exit** (F7), save the document if you wish and answer (Y) Yes to exit Document 2.

Laser printers are wonderful, but they can't do everything. If you've retired your dot matrix machine, dig it out and put it to work. With a little help from (Alt-L), it makes a marvelous labeller. ❑

Dr. Sidney B. Simon is a retired professor from the University of Massachusetts School of Education.

Application available on *Disk of the Month*, page 87.



STRETCH

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CIRCLE 68 ON READER SERVICE CARD

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LEAD CHARACTERS - BORDERS - PAGE HEADINGS - SYMBOLS

CIRCLE 17 ON READER SERVICE CARD

Another page in printer history.

BUBBLE JET

Introducing the first printer that is both a desktop and a portable and prints with letter-quality precision on plain paper: The Canon BJ-10e Bubble Jet.™

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How fast is it? It prints 83 characters per second and won't slow down when printing in bold or various type sizes. It even handles complicated graphics such as the scanned-in image printed here. And, it's so quiet it can be used in the middle of the night with someone asleep just a few feet away.

Plus you never have to worry about maintenance because it uses an economical pop-in BJ cartridge, containing the print head and ink supply, which prints approximately 700,000 characters (HQ mode). But best of all, the BJ-10e works everywhere you could possibly need it, fitting neatly into a briefcase.

The BJ-10e Bubble Jet. What other printers print on a desk, it prints anywhere.

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CIRCLE 19 ON READER SERVICE CARD

Selective Sorting

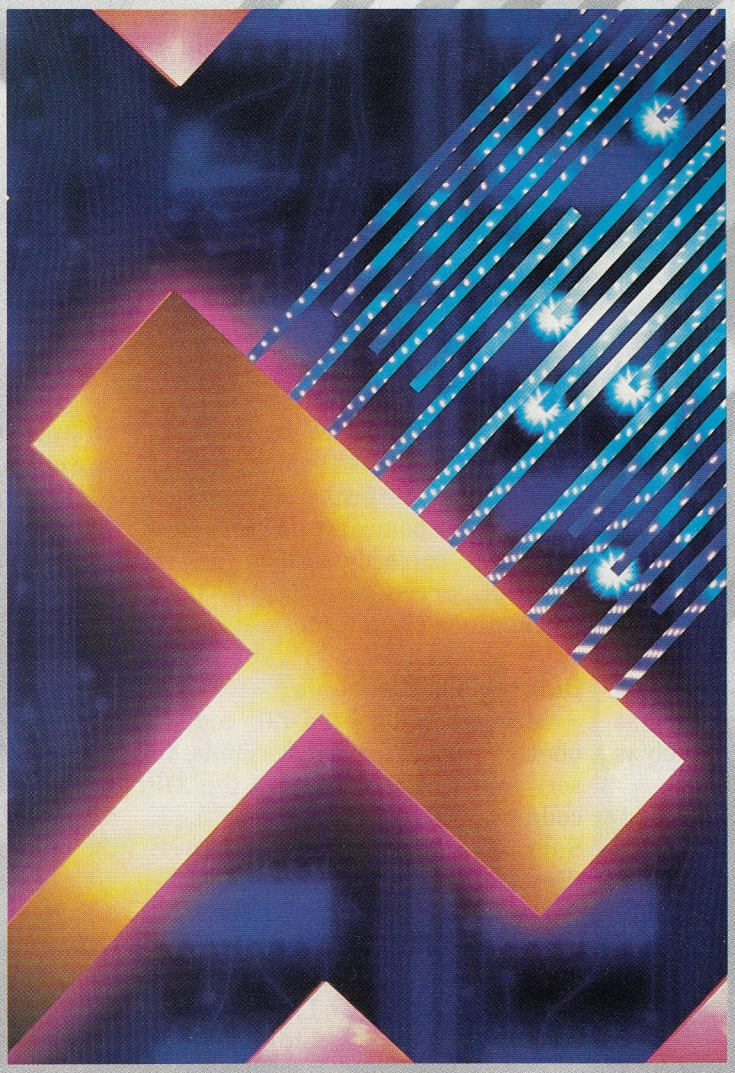
Take charge of your lists

by Michelle Pfister

While many people know about WordPerfect's Sort feature, few use it to its fullest—and even fewer use the Select option. If you manage any kind of list, such as customer names, telephone numbers or addresses, WordPerfect's sorting and selecting features can make your work easier.

Text can be sorted by line, paragraph or secondary file. First we'll learn how to sort a secondary file, then we'll find out how to sort lines and paragraphs.

An example of a secondary file is shown in Screen 1. It's a list of names, addresses, phone numbers and birthdates. From this list you can create an address book, mass mailings sorted by area of the country, or a reminder of coming birthdays. (See sidebar on page 63.)



STEVEN HUNT

Sorting a secondary file

To begin the sort, create and retrieve the secondary file shown in Screen 1. Press **Merge/Sort** (Ctrl-F9), (2) Sort. WordPerfect prompts **Input file to sort: (Screen)**. Press (Enter) to sort the file on-screen. If you typed the name of a file on disk, WordPerfect would sort that file instead. The next prompt, **Output file for sort: (Screen)**, determines whether the sorted file is displayed on-screen or written in a file. Press (Enter) to display the file on-screen.

The **Sort** menu (see Screen 2) displays at the bottom of the screen. Sorting by line is the default. To sort the secondary file, select (7) Type and (1) Secondary in 5.0 or (1) Merge in 5.1. The **Sort by Line** becomes the **Sort Secondary Merge File.**

Keys

A key definition specifies what word in the record you wish to sort or select by. For example, to sort records by last names, you define a key that indicates the key Type (alphanumeric or numeric), and defines where the last name falls in each record—what field, line and position in the line. The record is then sorted by those names.

To define the key to sort alphabetically by last names, select (3) Keys. In the first column, leave "a" (alphanumeric) as the key Type and press (Enter) to move to the Field column.

Alphanumeric keys are made up of either letters or numbers. If numbers are designated as alphanumeric, they must be of equal length, such as social security numbers and telephone numbers. The other key Type is (n) numeric. Numeric keys are numbers, such as dollar amounts, that can be of unequal length.

```
                    WordPerfect 5.1 Merge File
Mark W. Moesser{END FIELD}
1534 Redwood Drive
Seattle, Washington  87249{END FIELD}
(206) 941-4819{END FIELD}
11/1/66{END FIELD}
{END RECORD}
================================
Teresa Stimpson{END FIELD}
333 NorthGate, #22
Mesa, AZ  53242{END FIELD}
(602) 844-0705{END FIELD}
2/2/64{END FIELD}
{END RECORD}
================================

                    WordPerfect 5.0 Merge File
Mark W. Moesser^R
1534 Redwood Drive
Seattle, Washington  87249^R
(206) 941-4819^R
11/1/66^R
^E
================================
Teresa Stimpson^R
333 NorthGate, #22
Mesa, AZ  53242^R
(602) 844-0705^R
2/2/64^R
^E
================================
```

Screen 1. The Secondary Merge File

Press (Enter) again to accept "1," since in our example Field 1 holds the last names of each record. Because fields may contain more than one line (as in the address field), you must specify the line within the field. The last name occurs on the first and only line, so press (Enter) to accept "1."

The Word column must be changed, because a "1" would sort the first word in the line—in this case, the first name.

Sorting the third word from the left might work, but what about the records without middle names, such as Jane Doe, or multiple names, such as Mary Ann Elizabeth Morgan?

The solution? By typing *-1*, WordPerfect will count from right to left. Now the last word in the line will be sorted, no matter how many words are in the line.

This method has one problem: names like Bruce Quinn Moesser Jr. won't sort correctly. In such cases, when creating the secondary file, delete the space between the words, then press Hard Space (Home), (Space Bar). Moesser Jr. will now be considered one word. In Reveal Codes, the hard space appears as a space between two brackets.

Nine keys can be defined. In cases where the first keys are identical—such as two people with the same last name—the second key is used, and so on.

To define Key 2 to sort the first names of people who share the same last name, press (Enter) four times (the first name is the first word of Line 1 in Field 1). Press **Exit** (F7) to end key definition.

To sort, press (1) Perform Action. A counter at the bottom of the screen indicates the progress of the sort. When sorting is complete, the old secondary file is replaced by the new, sorted version. Last names starting with "A" are at the beginning of the list; when two last names are the same, first names are correctly sorted. To save the list, press **Save** (F10), type *sort.nam* and press (Enter).

Bulk mailing discounts

Mail presorted by a ZIP code is often eligible for mailing discounts. To sort your secondary file by the ZIP code, press **Merge/Sort** (Ctrl-F9), (2) Sort. At the **Input file to sort: (Screen)** prompt, press (Enter). At the **Output file for sort: (Screen)** prompt, press (Enter). Press (3) Keys, and change Key 1 to Type: a, Field: 2, Line: -1, and Word: -1. Delete Key 2 by pressing (Del). Press **Exit** (F7) to return to the **Sort Secondary Merge File** menu.

Try changing the sort order so that highest numbered ZIP Codes appear before lower ones. To do this, press (6) Order, (2) Descending. The sort now "descends" from the highest number to the lowest. Press (1) Perform Action. When the sort is finished, the ZIP Codes starting with "9" appear at the top of the file. Save the file as *sort.zip*.

Birthday reminders

You can track birthdays by creating a birthday list for each month of the year. The Select option of Sort allows you to select all birthdays of a certain month and then sort them. To do this in your secondary merge file, press **Merge/Sort** (Ctrl-F9), (2) Sort. At the **Input file to sort: (Screen)** prompt, press (Enter). At the **Output file for sort: (Screen)** prompt, press (Enter), then press (6) Order (1) Ascending to change the sort order back to ascending.

You must first create the key to select all the birthdays of a certain month. We'll choose February. Select (3) Keys and define Key 1 as Type: n, Field: 4, Line: 1, and Word: 1. Define Key 2 for the day of the month as Type: n, Field: 4, Line: 1, and Word: 2. The day is defined as Word 2 because the birthdates are separated by slashes "/," and slashes act as word separators in a sort. This makes it possible to sort the date on either the day, month or year. Press **Exit** (F7) to leave key definition.

To select all the February birthdays, press (4) Select. The cursor moves directly below the "Select" heading. Type *key1=2* and press

```
{   ▲   ▲   ▲   ▲   ▲   ▲   ▲   ▲   ▲   ▲   ▲   ▲   ▲   }   ▲
------------------------------ Sort by Line ------------------------------

Key  Typ   Field  Word      Key  Typ   Field  Word      Key  Typ   Field  Word
1    a     1      1         2                           3
4                           5                           6
7                           8                           9
Select

Action                     Order                       Type
Sort                       Ascending                   Line sort

1 Perform Action;  2 View;  3 Keys;  4 Select;  5 Action;  6 Order;  7 Type:  0
```

Screen 2. The Sort Menu

Name	Address	Phone
Mark William Moesser	1534 Redwood Drive Seattle, WA 87249	(206) 941-4819
Teresa Stimpson	333 NorthGate, #22 Mesa, AZ 53242	(602) 844-0705

Screen 3. The Address List

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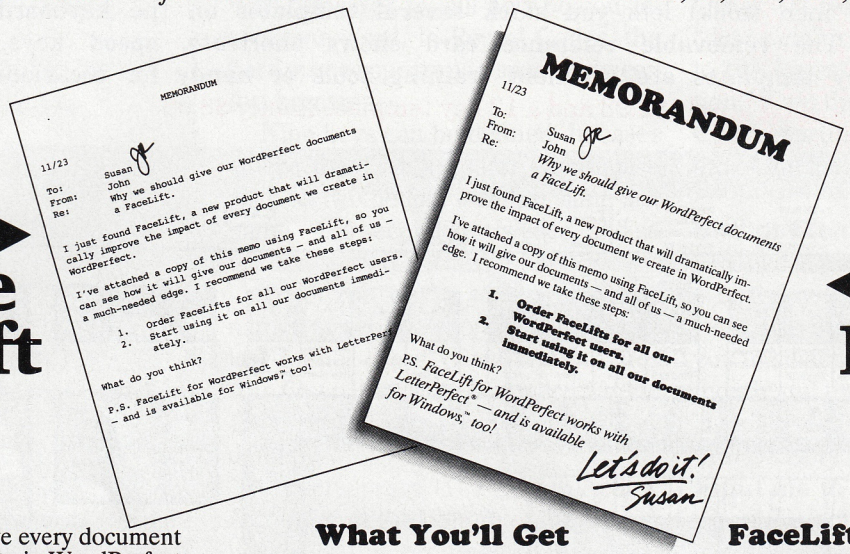
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Bold
Bold Italic

Dutch™ 801 Roman
(Bitstream's version of Times Roman®)
Italic
Bold
Bold Italic

Park Avenue™

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Monospace 821
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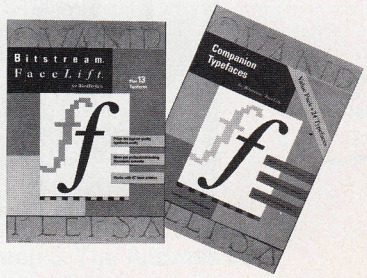
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CIRCLE 18 ON READER SERVICE CARD

Symbol	Select Statement	Explanation
=	Key1=84604	Selects all records that match key 1. The example selects all records for clients with 84604 ZIP codes.
<>	Key1<>84604	Selects all records that do not match key 1. The example selects all records for clients with ZIP codes other than 84604.
<	Key2<84604	Selects all records less than Key 2. In this case, all clients with ZIP codes less than 84604 would be selected.
>	Key2>Denver	Selects all records greater than Key 2. In an alphanumeric key, greater means coming later in the alphabet, so this key selects all clients living in a city coming after "D" in the alphabet.
>=	Key4>=1,000	Selects all records greater than or equal to Key 4. If Key 4 is a monthly salary, the example would select all monthly salaries greater than or equal to $1,000.
<=	Key1<=Denver	Selects all records less than or equal to Key 1. This key selects all clients living in Denver or in a city coming before Denver alphabetically.
* (AND)	Key1=Denver* Key2=84604	Selects all records that meet the conditions of both keys. This example selects all clients living in Denver with ZIP codes less than or equal to 84604.
+ (OR)	Key1=Denver* Key 2=Seattle	Selects all records that meet the conditions of either key. This example selects all clients living in Denver, as well as all clients living in Seattle.
Keyg	Keyg=Fred	Keyg is a "global" select. This example selects all records that contain the word "Fred."

Figure 1. Select Statement Symbols

(Enter). This statement tells WordPerfect to select all records that have a "2" in Key 1. For example, the date 2/1/30 would be selected, but not 1/2/30.

The sort and select information is now complete. Press (1) Perform Action. The finished list contains only those records containing February birthdates, and each of those records is listed from the first of the month to the last. Save this list as *sort.feb*.

More selecting

By using the logical symbols shown in Figure 1, you can create powerful select statements. For example, you can select all the ZIP codes that fall in a certain region, all customers who live in Denver, or all accounts paid in cash.

To create a select statement, follow the above instructions to arrive at the **Sort** menu, then press (4) Select. At the bottom of the screen you'll see a list of the select symbols.

Select statements must be entered in a specific form. Operations are normally performed from left to right, but you can use parentheses to change the order. When you create a select statement, make sure you've defined the keys first. Also, save your file before selecting or sorting. Figure 1 gives examples of how to use the various select symbols.

Sorting by paragraph

A paragraph sort sorts text separated by two or more hard returns or

Gender	Name
M	Russell Ford
F	Robin LeBaron
M	Eric Moultrie
F	Sherise Pfister
F	Jocelyn Stimpson
F	Jennica Stimpson
M	Chad Wood

Figure 2. Line Sort

Final Results

Want to create an address and phone number listing like the one shown in Screen 3? To do so, use the secondary merge file SORT.NAM that you created while working through the main story. The instructions below will show you (in both 5.0 or 5.1) how to create a primary merge file that you can merge with SORT.NAM.

From a clear document screen, press **Format** (Shift-F8), (3) Document, (2) Initial Codes. The codes you insert in this screen will format the main document. In 5.0, press **Math/Columns** (Alt-F7), (4) Columns Define. If you're in 5.1, press **Columns/Table**, (1) Columns, (3) Define. In both versions, press (1) Type, (3) Parallel with Block Protect, select (2) Number of Columns, type *3* and press (Enter). Change the margins of the columns by pressing (4) Margins, then enter these values in the margins: Column 1: Left Margin 1" Right Margin 3.5." Column 2: Left Margin 3.5" Right Margin 6." Column 3: Left Margin 6" Right Margin 7.5."

Press **Exit** (F7) four times to return to the document screen.

Now that columns are defined, you can turn them on. In 5.0, press **Math/Columns** (Alt-F7), (3) Column On/Off. In 5.1 press **Columns/Table** (Alt-F7), (1) Tables, (1) On. In either 5.0 or 5.1, enter a Field 1 merge code by pressing **Merge Codes** (Shift-F9), (1) Field, typing *1* and pressing (Enter). Press **Hard Page** (Ctrl-Enter) to move to the next column.

Insert the second merge code by pressing **Merge Codes** (Shift-F9), (1) Field, typing *2* and pressing (Enter). Press **Hard Page** (Ctrl-Enter) again, and insert a Field 3 code by pressing **Merge Codes** (Shift-F9), (1) Field, typing *3* and pressing (Enter). Turn columns off in 5.0 by pressing **Columns/Table** (Alt-F7) (3) Columns On/Off. In 5.1 press **Columns/Table** (Alt-F7) (1) Columns, (2) Off.

Unless you indicate otherwise, merge will place each entry on a separate page. To suppress this in 5.0, hold down the (Ctrl) key and press N, P, P. In 5.1, press **Merge Codes** (Shift-F9) (6) More, highlight {Page Off} and press (Enter). Save the file as SORT.PF and clear the screen.

To merge the documents, press **Merge Codes** (Ctrl-F9) (1) Merge, type *sort.pf* and press (Enter), type *sort.nam* and press (Enter). When the merge is complete, you will have an alphabetized address and phone list.

by a page break, either hard or soft. Therefore, a paragraph must be all on one page. A bibliography is an example of a paragraph sort. However, because a bibliography uses the hanging indent style, keep in mind that a sort treats text after tab or indent as a new field; margin releases are also field separators. Because both an indent and margin release are in front of each entry in a bibliography, the last name is in Field 3.

Retrieve your bibliography list and press **Merge/Sort** (Ctrl-F9), (2) Sort, (Enter), (Enter). Press (7) Type, (3) Paragraph. To sort by last names, select (3) Keys and define Key 1 as: Type: a, Field: 1, Line: 3, and Word: 1. Press **Exit** (F7), and select (1) Perform Action. When the sort is complete, the entries will be sorted by last name.

Sorting by line

Lines in a line sort are separated by a hard or soft return. To sort the list shown in Figure 2 by first names, **Block** (Alt-F4) the columns, not the headings. By doing this, only the blocked entries will be sorted. Now press **Merge/Sort** (Ctrl-F9), (2) Sort,

Lines in a line sort are separated by a hard or soft return.

(Enter), (Enter), (7) Type, (2) Line, (3) Keys. The first key is defined to sort on Word 1 of Field 1. Fields in line and paragraph sorts are separated by tabs or indents. WordPerfect counts the text before tabs or indents as Field 1; the text after the first tab or indent is Field 2, and so on. Within each field, the first word is Word 1, the second word is Word 2, and so forth. Because the first names in our example appear after one tab, they're in Field 2. Indicate this by changing the field number to 2. (If you wanted to sort by last names, you would indicate Word 2.) Press **Exit** (F7), and select (1) Perform Action. The resulting list will be sorted by first names.

As you can see, this array of sort and select options increases the sorting abilities of WordPerfect. With a little practice, you'll soon have everything completely sorted out. ❑



Applications available on *Disk of the Month*, page 87.



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CIRCLE 53 ON READER SERVICE CARD

Phrases at your Fingertips

Storing variables with 5.1 macros

by Elden Nelson

Illustration by Richard Hull

I'm a lousy typist, so it perturbs me when I have to constantly retype words I frequently use. Using 5.1 macros lets me avoid this kind of dull, repetitive work. The macros listed in Screens 1 and 2 take a word or phrase I've typed, put it in a window on the screen and insert that word or phrase into a document, wherever and whenever I want.

This "Power List" is a set of two macros. (Alt-X) lets you create a list of words and phrases. (Alt-Q) displays that list, inserts your choice into your document and lets you save and retrieve that list.

Creating advanced macros

To create advanced (Alt) key macros, press (Home), **Macro Define** (Ctrl-F10), then the proper (Alt) key. In this case, press (Alt-X), since the first macro you're making is the one that adds words and phrases to the list. When you create the macro that shows the menu, you'll name it (Alt-Q) instead of (Alt-X).

When asked for a description, type *Adds words to a menu*, then press (Enter). This brings you to the Macro Editor, where you can enter the commands in Screen 1. Once you've entered all the commands, press **Exit** (F7) to save the macro and exit the Macro Editor.

I'll give you some pointers explaining how to insert macro commands, but remember: the Macro feature is one of WordPerfect's most complex components. Read the "Macros, Macro Editor" entry in the 5.1 reference manual and you'll have a much better understanding of how to create an advanced macro. You'll need this





information to use the Macro Editor to its full advantage.

Entering commands in the Macro Editor

There are several different types of commands in the Macro Editor. In Screens 1 and 2, you'll notice many of the words are enclosed in French brackets ({ }). These are all commands.

You'll also notice that some commands are all capitalized, while others aren't.

To insert the capitalized commands, press **Macro Commands** (Ctrl-Pg Up), highlight the command desired, then press (Enter). The command will appear.

For example, to enter the commands on line 1, press **Macro Commands** (Ctrl-Pg Up), press (Down Arrow) until **{ON CANCEL}** is highlighted, then press (Enter). The **{ON CANCEL}** command will appear in the Macro Editor. Now press **Macro Commands** (Ctrl-Pg Up), press (Up Arrow) until **{GO}** is highlighted, then press (Enter). Now type *no*~~ and press (Enter) to go to the next line. To insert the type of macro commands that aren't all capitalized, press (Ctrl-V), then the appropriate key.

For instance, the commands on line 5 are entered by pressing (Ctrl-V), (Right Arrow), (Ctrl-V), Word Left (Ctrl-Left Arrow), (Ctrl-V), **Block** (Alt-F4), (Ctrl-V), Word Right (Ctrl-Right Arrow).

But what about all of those **{;}**'s? They're called comment commands. They're inserted the same way capitalized commands are. Comment commands are used to clarify commands in advanced macros; everything between the **{;}** and the tilde (~) is ignored when the macro is running. All those comment commands in Screens 1 and 2 are for those of you who want a little more technical explanation of what the commands are doing. You don't *need* to put those comment commands in your macro (leaving them out could save you some typing time). If you leave a comment command out, be sure to leave *all* of it out—the **{;}**, the text following it and the tilde (~) at the end of it.

Getting into the routine

Many advanced macros are divided up into "routines." Routines are usually divided by blank lines. Each routine performs a special function in the macro. The rest of the article is

devoted to explaining how these routines work together to create a list of words and phrases you can insert into your documents at any time. First I'll explain (Alt-X) shown in Screen 1, then (Alt-Q) shown in Screen 2.

The first line of (Alt-X) gives you an "escape hatch." Just press **Cancel** (F1), and the macro terminates. The next four lines of (Alt-X) check to see what you want to add to the list. If **Block** (Alt-F4) is on, the macro assumes you want to add whatever is blocked to the list. Otherwise, it takes whatever word the cursor is on and adds it to the list.

Lines 6 through 9 check to make sure that there are no more than 10 items in the list. If there are, this routine makes a note of it for future reference.

The routine in lines 10 through 30 is the real workhorse of the macro. It does some pretty fancy manipulation of the word or phrase that you've put in the list. It makes sure there are no punctuation marks, spaces, tabs, hard returns or page breaks at the end of the word or phrase you've put in the menu.

If there are, this routine removes them. This is an especially nice feature of the macro, since you'll rarely want the same punctuation at the end of your word or phrase every time you use it.

The rest of the routines are only used if there are already 10 items in the list. Lines 31 through 35 ask if you want to replace one of the items in the menu with the new one. The macro checks your answer to make sure it's one it recognizes.

If you want to replace one of the old items with a new one, the macro goes to the routine on lines 36 through 48. This routine runs through your list of words and phrases, asking if you want to replace that particular word or phrase with the new one you've just assigned, until you find the one you want to replace.

The (Alt-Q) macro puts your words and phrases menu on the screen and lets you insert them into your document at the cursor.

If, in the routine on lines 31 through 35, you decide *not* to replace one of the items in the menu with the new one, the macro goes to the routine on lines 49 and 50, which simply rewrites the screen, clearing away any prompts the macro may otherwise leave behind. Then the macro ends.

It soon becomes evident how each of these routines, each performing a simple function, can make a very powerful macro.

Make the menu

The (Alt-Q) macro puts your words and phrases menu on the screen and lets you insert them into your document at the cursor. Screen 3 shows how this menu looks. You define it much the same way you did the (Alt-X) macro. (See *Creating an advanced (Alt) key macro* earlier in this article.) Like (Alt-X), (Alt-Q) is divided into routines.

The first routine in the macro, lines 1 through 16, puts the menu on screen. This routine has some characters that are pretty tricky to create in the Macro Editor. For instance, on line 4, make the **{^P}** by pressing (Ctrl-P); make the **{^G}** similarly. You'll do this again on lines 8, 12 and 15. Make the ï on line 4 by holding down (Alt) while typing *139* on your numeric keypad.

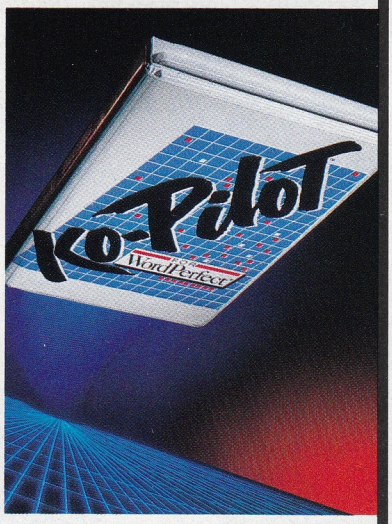
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CIRCLE 47 ON READER SERVICE CARD

```
1   {ON CANCEL}{GO}no~ ~                {;}If Cancel is pressed, go to "no" label.~
2   {LABEL}top~
3   {IF EXISTS}variables~
4   {IF}{STATE}&128~{GO}assign~{END IF}
5   {Right}{Word Left}{Block}{Word Right}

6   {LABEL}assign~
7   {IF}{VARIABLE}variables~>9~
8   {Macro Commands}310{Enter}{ASSIGN}variables~10~{ELSE}        {;}Keep number of variables at 10. Otherwise,~
9   {Macro Commands}3{VARIABLE}variables~{Enter}{END IF}         {;}Assign word/phrase to variable.~

10  {LABEL}endword~
11  {ASSIGN}length~({LEN}{VARIABLE}variables~~-1)~                    {;}Find length of word/phrase.~
12  {ASSIGN}lastchar~{MID}{VARIABLE}variables~~{VARIABLE}length~~1~~  {;}word/phrases' last character.~
13  {ASSIGN}okaychar~                 {;}If last character is any of the following list, OKAYCHAR = 0.~
14    ("{VARIABLE}lastchar~"="·")¦
15    ("{VARIABLE}lastchar~"=".")¦
16    ("{VARIABLE}lastchar~"=",")¦
17    ("{VARIABLE}lastchar~"="?")¦
18    ("{VARIABLE}lastchar~"="!")¦
19    ("{VARIABLE}lastchar~"=";")¦
20    ("{VARIABLE}lastchar~"=":")¦
21    ("{VARIABLE}lastchar~"="{Enter}")¦
22    ("{VARIABLE}lastchar~"="{HPg}")¦
23    ("{VARIABLE}lastchar~"="{Tab}")~
24  {IF}"{VARIABLE}okaychar~"!="0"~{ASSIGN}{VARIABLE}variables~~     {;}If the last character is one of the list,~
25  {MID}{VARIABLE}variables~~0~{VARIABLE}length~~~                  {;}Get rid of last character.~
26  {GO}endword~{END IF}                                             {;}Repeat until last character isn't in list.~
27  {IF}{VARIABLE}variables~>9~{GO}toomany~{END IF}                  {;}If>9 words/phrases, go to TOOMANY label.~
28  {ASSIGN}variables~{VARIABLE}variables~+1~                        {;}Otherwise, note that new word/phrase is added.~
29  {ELSE}{ASSIGN}variables~0~        {;}ELSE belongs to IF loop beginning line 3.  If no variables, assign to 0.~
30  {GO}top~{END IF}{QUIT}    {;}If no variables, VARIABLES=0.  Go to TOP label (line 2), start again.~

31  {LABEL}toomany~      {;}The macro comes here only if there are 10 variables in the menu already (see line 27).~
32  {CHAR}yesno~You've·used·all·ten·words.··Replace·one?·[Y/N]··~
33  {CASE}{VARIABLE}yesno~~y~yes~Y~yes~n~no~N~no~~
34  {PROMPT}Invalid·Entry.··Press·Y·or·N,·please.~                   {;}If not a valid response, this prompt appears.~
35  {WAIT}25~{GO}toomany~

36  {LABEL}yes~
37  {FOR}new~0~9~1~  {;}Check each of ten words/phrases to replace.~
38  {LABEL}check~
39  {CHAR}replace~Replace·"{VARIABLE}{VARIABLE}new~~"·(Variable·
40  {VARIABLE}new~)··with·"{VARIABLE}10~"?··[Y/N]·~                  {;}Replace old word/phrase with new?~
41  {Screen}3
42  {CASE}{VARIABLE}replace~~y~newvar~Y~newvar~n~next~N~next~~
43  {PROMPT}Invalid·Entry.··Press·Y·or·N,·please.~                   {;}If not a valid response, this prompt appears.~
44  {WAIT}25~{GO}check~
45  {LABEL}newvar~
46  {ASSIGN}{VARIABLE}new~~{VARIABLE}10~~{GO}no~
47  {LABEL}next~
48  {END FOR}

49  {LABEL}no~
50  {Screen}3
```

Screen 1. The "Add-A-Word" (ALT-X) Macro

```
1   {LABEL}top~
2   {ON CANCEL}{GO}cancel~~
3   {IF EXISTS}variables~                    {;}Only create a box (lines 4-15) IF any words have been put in the list...~
4   {PROMPT}{^P}{^G}ï
5   ╔═══════════════════════════════════════════════════════════════════════════════╗~
6   {FOR}x~32780~32779+{VARIABLE}variables~~1~          {;}For as many phrases as have been put in list...~
7   {ASSIGN}x1~({VARIABLE}x~-32780)~                    {;}Create number that goes to left of the menu phrase.~
8   {PROMPT}{^P}{^G}{NTOK}{VARIABLE}x~~‖·{VARIABLE}x1~.··
9   {VARIABLE}{VARIABLE}x1~~                            {;}Insert menu item.~
10  ·····························.~
11  {END FOR}
12  {PROMPT}{^P}{^G}{NTOK}{VARIABLE}x~~                 {;}Move to below menu for bottom of menu border.~
13  ╚═══════════════════════════════════════════════════════════════════════════════╝~
14  {FOR}vline~32780~32779+{VARIABLE}variables~~1~      {;}Place right side on menu.~
15  {PROMPT}{^P}{^G}{NTOK}{VARIABLE}vline~~‖~           {;}Place vertical border at right side of box.~
16  {END FOR}{END IF}


17  {LABEL}question~
18  {CHAR}insert~Press·number·to·be·inserted·(F1·Cancel···F10·Save·List···Sh-F10·Retrieve·list)~
19  {CASE}{VARIABLE}insert~~{Save}~manager~{Retrieve}~manager~~{;}If INSERT=Save/Retrieve, go Manager label.~
20  {ASSIGN}okaynum~({VARIABLE}insert~<0)|
21  ({VARIABLE}insert~!<{VARIABLE}variables~)~          {;}Is INSERT a valid entry?~
22  {IF}"{VARIABLE}okaynum~"!="0"~                      {;}If it isn't... (do lines 24 and 25).~
23  {PROMPT}Invalid·Entry.~
24  {WAIT}25~{GO}question~{END IF}
25  {Screen}3
26  {VARIABLE}{VARIABLE}insert~~{QUIT}                  {;}Place the word/phrase in document, end macro.~


27  {LABEL}cancel~                                      {;}If Cancel is pressed (see line 2)...~
28  {Screen}3{QUIT}                                     {;}Rewrite screen, end macro.~


29  {LABEL}manager~
30  {DISPLAY OFF}
31  {HPg}{HPg}{Left}                          {;}Create special markers for temporary working space.~
32  {CASE CALL}{VARIABLE}insert~~{Save}~save~{Retrieve}~retrieve~~      {;}Go to label to save or retrieve list.~
33  {Goto}{Up}{Backspace}{Del to EOP}y{Del}   {;}Then, delete markers and text between.~
34  {DISPLAY ON}{Screen}3{GO}top~             {;}Start over bring list back up.~


35  {LABEL}save~                              {;}Macro comes here if SAVE was pressed.~
36  {VARIABLE}variables~{Enter}               {;}Put number of items in menu between markers.~
37  {FOR}list~0~{VARIABLE}variables~-1~1~     {;}For as many items there are in menu...~
38  {VARIABLE}{VARIABLE}list~~{Enter}         {;}Put the word/phrase between markers.~
39  {END FOR}
40  {Goto}{Up}{Block}{Page Down}{Left}        {;}Block all items between markers.~
41  {Save}variable.lst{Enter}                 {;}Save blocked text under VARIABLE.LST.~
42  {IF}{STATE}&1024~y{END IF}{RETURN}        {;}If there was an old list, replace it.  Return to line 34.~


43  {LABEL}retrieve~                          {;}Macro comes here if RETRIEVE was pressed.~
44  {Retrieve}variable.lst{Enter}             {;}Insert list of words/phrases between markers.~
45  {Block}{End}{Macro Commands}3variables{Enter}{Down}
46  {FOR}list~0~{VARIABLE}variables~-1~1~               {;}For as many words/phrases as there are...~
47  {Home}{Left}{Block}{Enter}{Left}{Macro Commands}3{VARIABLE}list~{Enter}{Down}      {;}Assign word/phrase.~
48  {END FOR}{RETURN}
```

Screen 2. The "Menu" (ALT-Q) Macro

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Tiempo Bold Italic

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... and many more!

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— HP LaserJet Journal, Jan/Feb '90

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"It wins on speed hands down. The typefaces included are comparable with typefaces costing eight times as much." *— PC Publishing, Jul '89*



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- ☐ **Amortization Table 3.5 (1115)** – Handles all types.
- ☐ **Express Check 4.03 (2 disks) (1110)** – A great program to manage your checking accounts! Even prints checks!
- ☐ **Home Inventory 4.0 (3137)** – Helps you keep track of everything you own. Great for insurance.
- ☐ **In-Control 3.0 (2 disks) (1220)** – Keep track of clients, customers, prospects and much more.
- ☐ **Names & Dates 3.3 (2 disks) (3140)** – Great personal information manager! Keeps track of anything and everything.
- ☐ **Painless Accounting 4.0 (3 disks) (1120)** – Easy to use and loaded with features. General Ledger, Accounts Receivable/Payable, invoicing, check printing and more. (HD)
- ☐ **Personal Budget Tools 1.6 (3987)** – Great way to plan your household budget. Powerful and easy to use.
- ☐ **PC-Calc 2.0 (3 disks) (3410)** – A very powerful spreadsheet.
- ☐ **PC-File 5.0 (3 disks) (1330)** – An excellent dBase compatible data base program. Very powerful! (HD)
- ☐ **PC-Write 3.03 (3 disks) (3820)** – Easy to use word processor that is loaded with features including spell checker.

CLIP ART (PCX)

Note: These disks contain clip art in PCX (PC-Paintbrush) format. They can be used with WordPerfect 5.0/5.1, Pagemaker, Ventura Publisher, Windows or programs that can read PCX files.

- ☐ **Accent/Dingbats (2617)**
- ☐ **Birds (2 disks) (2620)**
- ☐ **Business (2 disks) (2630)**
- ☐ **Children (2614)**
- ☐ **Church (2615)**
- ☐ **Education (2 disks) (2640)**
- ☐ **Family (3 disks) (2650)**
- ☐ **Food (2 disks) (2660)**
- ☐ **Headlines (2 disks) (2670)**
- ☐ **Holidays (2616)**
- ☐ **Houses (3 disks) (2680)**
- ☐ **Ladies (2 disks) (2690)**
- ☐ **Men (2 disks) (2750)**
- ☐ **Misc. (4 disks) (2760)**
- ☐ **Sports (2 disks) (2790)**
- ☐ **Wedding (3 disks) (2850)**

EDUCATION

- ☐ **Amy's First Primer (1717)** – Six different learning programs for children ages 4-8. (CGA)
- ☐ **The DOS Learning System (1417)** – Learn how to use DOS with this great program. Covers all versions of DOS 2.0-4.01.
- ☐ **Funnels & Buckets (1727)** – Teach children basic math skills!
- ☐ **Lotus Learning System (2 disks) (1420)** – Learn Lotus 2.0 easily and quickly.
- ☐ **Play 'n' Learn 2.12 (1735)** – A collection of six programs for children 18 months to 4 years. (CGA)
- ☐ **Typing Teacher (1425)** – Five great programs designed to improve the speed and accuracy of your typing!
- ☐ **World 2.99 (1849)** – The ultimate globe! Learn about cities, countries with this computerized globe. (CGA)
- ☐ **Tutor DOS (4 disks) (1450)** – The ultimate DOS tutorial. Everything you wanted to know about DOS and more! (HD)

GAMES

- ☐ **Arcade Games 1 (1811)** – Pac-man (3 versions!), Hopper, Space Invaders, Janitor Joe and others. (CGA)
- ☐ **Arcade Games 2 (1812)** – Q-Bert, Donkey Kong, Breakout, Beast and others. (CGA)
- ☐ **BassTour 4.2/BassMap (2 disks) (2350)** – The ultimate fishing game. Loads of fun for everyone! (CGA)
- ☐ **Ed's Chess 1.99 (2425)** – The best chess game available anywhere. (It beat Chessmaster 2000)
- ☐ **Kids' Games (2317)** – Fun for the under-12 set.
- ☐ **Mazes, Mazes, Mazes (2 disks) (2440)** – The name says it all!
- ☐ **Miramar Flight Simulator 2.0 (2319)** – Go to Top Gun flight school and pilot an F-18 into combat. (CGA)
- ☐ **Strategy Games (2461)** – Risk, Othello, Chess, Nyet (Tetris clone), and others. (CGA)
- ☐ **Tommy's Monopoly (2445)** – A great rendition of the classic game. Great color and sound! (CGA)

MISCELLANEOUS

- ☐ **Banner & Sign Makers (3215)** – Make banners or signs for any occasion. Works with any printer.
- ☐ **Brother's Keeper 4.5 (3 disks) (3120)** – Excellent, full-featured genealogy program that's easy to use.
- ☐ **FormGen 4.0/FormFill 1.2 (2 disks) (3240)** – A very versatile form generator and form filler. Create and/or fill out any kind of form for home or business on any printer. Includes numerous sample forms to get you started!
- ☐ **Mealmaster 6.14 (2 disks) (3160)** – A complete recipe filer. Comes with over 450 recipes to start you off.
- ☐ **Mr. Label 5.0 (3235)** – Powerful & versatile label maker.
- ☐ **Online Bible 4.0 (13 disks) (3170)** – Complete KJV Bible. Includes Greek/Hebrew Lexicon & Cross Reference. (HD)
- ☐ **PC-Key-Draw 3.75 (4 disks) (2780)** – An exceptionally powerful graphics program. Comes with a large collection of ready-made graphics. (CGA) (HD)
- ☐ **Pianoman 4.0 (3147)** – Create and play music on your PC!
- ☐ **Resume Shop 2.1 (3136)** – Great program to help you organize and print out a resume!
- ☐ **SpeedRead (1845)** – Learn to speed read!
- ☐ **Willkit (3157)** – Prepare a will that is valid in all 50 states.

UTILITIES

- ☐ **Automenu 4.5 (3515)** – Latest version of the most popular menuing program of all time!
- ☐ **Best DOS Utilities (2 disks) (3520)** – Essential utilities for DOS. Screen blankers, file finders, numerous other handy utilities that will save you time. Very easy to use!
- ☐ **Epson Utilities (2 disks) (3210)** – A collection of utilities for Epson and Epson-compatible printers.
- ☐ **Vaccines and Virus Killers (3627)** – A collection of utilities designed to protect your system from viruses! This disk will find (and destroy!) over 100 different viruses.

WORDPERFECT 5.0/5.1

- ☐ **WordPerfect 5.0/5.1 Art & Graphics Vol. 1 (2 disks) (3710)** – Over 100 graphics for WordPerfect 5.0/5.1.
- ☐ **WordPerfect 5.0/5.1 Art & Graphics Vol. 2 (2 disks) (3770)** – Over 100 more graphics for WordPerfect 5.0/5.1.
- ☐ **WordPerfect 5.0/5.1 Art & Graphics Vol. 3 (2 disks) (3780)** – Over 100 more graphics for WordPerfect 5.0/5.1.
- ☐ **WordPerfect 5.0/5.1 Tools (2 disks) (3750)** – 17+ great utilities for WordPerfect 5.0/5.1.
- ☐ **WordPerfect 5.1 Learning System (3 disks) (4230)** – Learn how to use WordPerfect 5.1 easily and quickly with this great tutorial (WordPerfect 5.1 is NOT required.)
- ☐ **WordPerfect 5.1 Macros (2 disks) (4220)** – Over 100 helpful macros for WordPerfect 5.1.
- ☐ **WordPerfect 5.0 Learning System (2 disks) (3730)** – Learn how to use WordPerfect 5.0 easily and quickly with this great tutorial (WordPerfect 5.0 is NOT required).
- ☐ **WordPerfect 5.0 Macros (2 disks) (3720)** – Over 100 helpful macros for WordPerfect 5.0.
- ☐ **PC-Draft II & III (2 disks) (3760)** – Create clip art & graphics for WordPerfect 5.0/5.1. (CGA) (HD)

WINDOWS 3.0

Note: These disks require Windows 3.0.

- ☐ **Active Life 1.2 (4536)** – A great "Personal Information Manager" that will keep track of all sorts of important information.
- ☐ **Almanac (4535)** – The ultimate calendar for Windows!
- ☐ **Command Post 7.0H (4537)** – Great file manager and menu system that is customizable to your needs & preferences.
- ☐ **Games for Windows (4538)** – Great games including Klotz (Tetris Clone), Worm War (Centipede clone), Atmoids, Lunar Lander, Checkers, Backgammon and more!
- ☐ **Hyperdisk 4.01 (4539)** – Make Windows run 2 to 10 times faster! (Will also help other programs run faster.)
- ☐ **Icons & IconDraw (2 disks) (4550)** – Over 700 icons, and IconDraw so you can modify them or create your own!
- ☐ **Toolbox Programs (2 disks) (4540)** – Applications and utilities for the Windows Toolbox.
- ☐ **Utilities for Windows (3 disks) (4510)** – 40+ utilities that will help you get the most out of Windows, as well as making Windows easier to use!
- ☐ **Wallpaper for Windows (4 disks) (4520)** – If you want a different background with Windows, this set offers over 80 different backgrounds.

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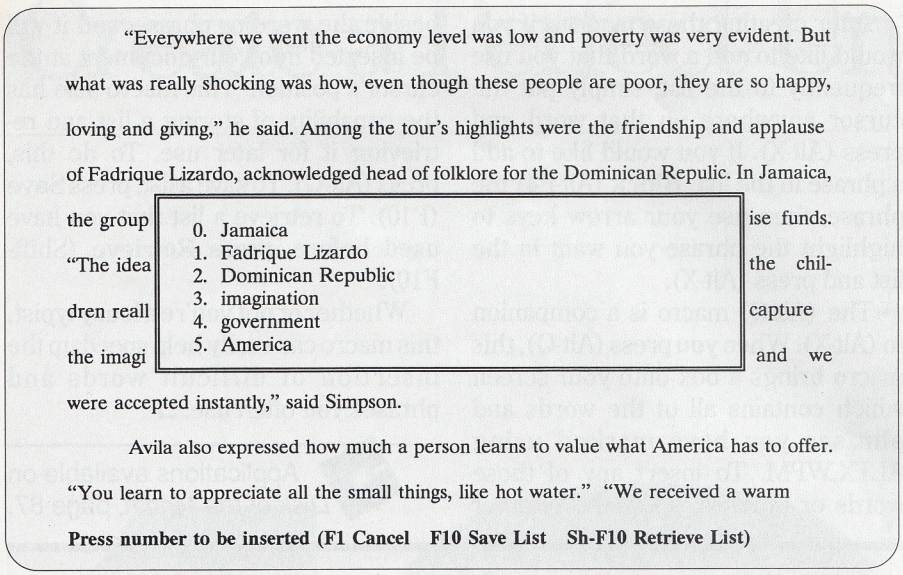
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Screen 3. The "Choices" Menu. Simply press the number of the word or phrase you want to insert

corner (line 5), hold down (Alt) and type *201*. A ╔ will appear. To make a horizontal bar, press (Alt) 205.

Now for some bad news. You need to type 64 of those ═'s. (If you know how to map your keyboard, you could temporarily map a key to ═ . It would probably be worth the effort.) At the end of that bar, type (Alt) 187. That makes the ╗. The ║ on line 8 and 15 is (Alt) 186. For line 10, just press the space bar 58 times. In line 13, make the ╚ by pressing (Alt) 200. Then use 64 more (Alt) 205s to make the bottom bar. After that, press (Alt) 188 to make the ╝. Once the menu is on the screen, lines 17 through 27 instruct you to press the number of the word or phrase you want to insert. Then the lines check to make sure that whatever you press is a number between 0 and 9, and then an option is given to either **Save** (F10) if you want to save the menu for future use, or **Retrieve** (Shift-F10), if you want to use a menu you've created before. If the key you press isn't one of those options, this routine lets you know, then repeats until you press a valid option.

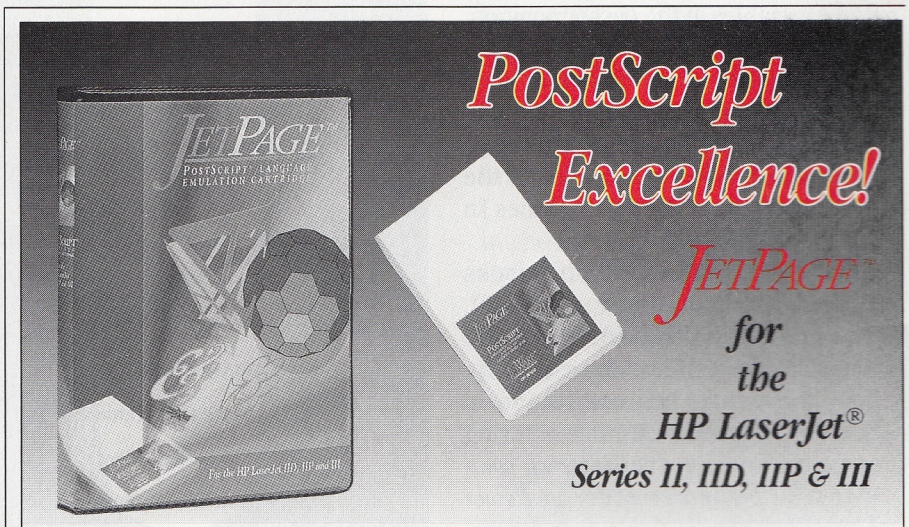
When you press a number, this routine puts that word or phrase in your document at the cursor, then ends the macro. If you press **Save** (F10) or Retrieve (Shift-F10), the macro goes to the routine beginning on line 30.

The routine on lines 30 through 35 is used only when you save your menu or retrieve a menu you've previously saved. If you've created a menu you think you'll use often, save it—otherwise, it will be erased when you exit WordPerfect.

Bear in mind that this macro lets you have only one menu saved at a time, in a file called VARIABLE.LST. If you save a new menu, the old one is erased. This routine creates two temporary markers (Hard Page codes) in your document, which give the macro room to work, without disturbing your document.

The markers and everything between them will be erased as part of this routine.

Depending on whether you press **Save** (F10) or **Retrieve** (Shift-F10), the macro goes to the routine on lines 36 through 43, which saves the menu, or the routine on lines 44 through 49, which retrieves the menu. In either case, after the menu is saved or retrieved, the macro returns to the



CIRCLE 26 ON READER SERVICE CARD

routine on lines 30 through 35, which does some clean-up work, then goes back to the top of the macro to let you choose a word from your menu.

A few notes on (ALT-Q): For best results, *don't* have **Reveal Codes** (Alt-F3) on for this macro. Also, variables have certain limitations: they can't store attributes, like **[BOLD]** codes. If you put a word or phrase with attributes in your menu, those attributes will be lost.

Variables have a maximum length of 128 characters. If you try to put in a longer block of text, only the first 128 characters will be recognized.

After creating these macros, if you would like to add a word that you use frequently to the list, simply put the cursor anywhere on that word and press (Alt-X). If you would like to add a phrase to the list, **Block** (Alt-F4) the phrase, then use your arrow keys to highlight the phrase you want in the list and press (Alt-X).

The (Alt-Q) macro is a companion to (Alt-X). When you press (Alt-Q), this macro brings a box onto your screen which contains all of the words and phrases you have marked using ALTX.WPM. To insert any of those words or phrases, press the number beside the word or phrase, and it will be inserted into your document at the cursor's position. This macro also has the capability of storing a list and retrieving it for later use. To do this, press (Alt-Q). To save a list, press **Save** (F10). To retrieve a list that you have used before, press **Retrieve** (Shift-F10).

Whether or not you're a lousy typist, this macro can really help speed up the insertion of difficult words and phrases you often use. ❑



Applications available on *Disk of the Month*, page 87.

A Simple 5.1 Insertion Macro

Here's a shorter, simpler 5.1 macro you can use to insert frequently used words into documents. The macro lets you assign blocked text to variables A through J, then insert the contents of those variables at the cursor position.

However, it won't automatically assign the word that the cursor is on to a variable or eliminate any punctuation, tabs, hard returns and page breaks attached to the end of the word or phrase like (Alt-X) does in the *Power Lists* article.

To create the macro, press (Home), **Macro Define** (Ctrl-F10), then name the macro (Alt-M). Enter *Variable Menu Macro* for a description, then enter the commands in Screen 4. If you have trouble entering some commands, see *Entering commands in the macro editor* in *Power Lists*. After this is done, you can assign a word or phrase to a variable by blocking the text, then invoking the macro.

The macro lets you assign the blocked text (up to 129 characters) to a named variable—A through J.

As all variables are cleared every time you leave WordPerfect, the contents of this menu last only as long as your current session, and must be re-entered if you want to use them again. When using this macro, to put text in the menu **Block** (Alt-F4) the text you want to reuse, then run the macro.

A list of variables A through J will appear on your screen. Press a character between A and J to assign the text to that letter. To insert that text, run the macro again. You'll be presented the same menu. Press the letter that corresponds to the text you want inserted into your document.

```
1  {ON CANCEL}{GO}END~~      {;}If Cancel is pressed, end macro.~
2  {IF}{STATE}&128~                {;}If Block is on...~
3  {GO}ADD~                        {;}Add blocked text to menu.~
4  {ELSE}                          {;}Otherwise...~
5  {CALL}MENU~               {;}Show the menu, ~
6  {VARIABLE}{VARIABLE}CHOICE~~      {;}Put the selection in text.~
7  {GO}END~                  {;}Go to end of macro.~
8  {END IF}
9
10 {LABEL}MENU~
11 {CHAR}CHOICE~                   {;}Display menu on screen.~
12 ···············SELECT VARIABLE TO USE OR REPLACE{Enter}
13 {Enter}
14 ·····A: {VARIABLE}A~{Enter}
15 {Enter}
16 ·····B: {VARIABLE}B~{Enter}
17 {Enter}
18 ·····C: {VARIABLE}C~{Enter}
19 {Enter}
20 ·····D: {VARIABLE}D~{Enter}
21 {Enter}
22 ·····E: {VARIABLE}E~{Enter}
23 {Enter}
24 ·····F: {VARIABLE}F~{Enter}
25 {Enter}
26 ·····G: {VARIABLE}G~{Enter}
27 {Enter}
28 ·····H: {VARIABLE}H~{Enter}
29 {Enter}
30 ·····I: {VARIABLE}I~{Enter}
31 {Enter}
32 ·····J: {VARIABLE}J~{Enter}~
33 {RETURN}                {;}Returns to line 6 or 34.~
34
35 {LABEL}ADD~
36 {CALL}MENU~{Macro Commands}3{VARIABLE}CHOICE~{Enter}{;}Assign block to var.~
37
38 {LABEL}END~{Screen}R{QUIT} {;}Rewrite screen and quit macro.~
```

Screen 4. Insertion Macro

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10

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Putting Foods on the Table

An order form from Coca-Cola Foods

by Lisa Downs Bearnson

Minute Maid, Hi-C, Five Alive, Bacardi mixers and Bright & Early breakfast beverage have at least two things in common. They satisfy the refreshment needs, and they're all products of Coca-Cola Foods, a division of the Coca-Cola Company.

From producing fruit juices and drinks to providing computerized business solutions, this company always tries to stay a step ahead. The Tables feature in 5.1, in the hands of Coca-Cola Foods' creative users, has provided some very innovative business forms.

Around the company, employees have come to rely on Cheryl Hall, information center coordinator, to come up with creative solutions to business problems using computer technology. While her main responsibility is to teach advanced software features to the employees housed at the company's Houston headquarters, Cheryl frequently helps users with special projects.



Information Center Coordinator Cheryl Hall (standing) helps Lorre Haschke, secretary to Coca-Cola Foods executive vice president of operations create a 5.1 Table.

According to Jan Cancila, manager of desktop technology, Cheryl's job isn't to create forms, newsletters, brochures and so on for other employees in the company . . . her job is to teach *others* to create such things themselves.

For example, Jan got a call from the health facilities manager. He'd seen a brochure Cheryl had created and wanted to create one like it for his department. Instead of doing it for him, Cheryl got him started on it, then let him go from there.

Creating company forms using 5.1's Table feature is Cheryl's specialty. These include travel forms, performance appraisal forms, complement forms and position analysis questionnaires.

"In the old days, our company used three-part carbonized paper forms," said Cheryl. "I wanted to create standardized forms using WordPerfect . . . I thought Line Draw was the only way to do it and I got frustrated trying."

Thanks to the Tables feature, those frustrating days are over for Cheryl. "With carbonized forms, the whole form had to be retyped even if just one number was changed. Now the form is always in a directory and can be changed in seconds to suit each department's needs. Old forms had to be calculated by hand," she added. "Now Math and Tables do it all." Cheryl and Jan also feel the ability to share these forms through LANS



PHOTOGRAPHY BY DALE GEFFS

Jan Cancila, manager of desktop technology for Coca-Cola Foods, examines products on display.

(local area networks) is a big plus. The templates for the forms are always there and just need to be pulled up on screen.

Office Supply Request Form

One form Cheryl has created is an office supply request form (Figure 1). To create a similar form for your office, follow these instructions: Before creating the first table, press **Format** (Shift-F8), (1) Line, (7) Margins. Enter *.5"* for both left and right margins and press (Enter).

Now press (2) Page, (5) Margins, enter *.5"* for both top and bottom margins and press **Exit** (F7).

Notice in Screen 1 how the Comment feature is used. These comments instruct users how to use the form when the table is retrieved. To create the first comment, press **Text In/Out** (Ctrl-F5), (4) Comment, (1) Create. Type *All orders must be submitted by noon in order to receive next day delivery.*, then press **Exit** (F7). Remember, comments won't print on your final table.

Table 1

The office supply request form is actually two tables—this allows for a comment to be placed between the tables. To create the first table (see Screen 1), press **Columns/Table** (Alt-F7), (2) Tables, (1) Create. Enter *7* for the number of columns and *3* for the number of rows. Cells A1 through C1 will contain your graphic. Press **Block** (Alt-F4), Go To (Ctrl-Home) C1, (7) Join and answer (Y) Yes to join these cells. Press **Exit** (F7) to return to your document screen. A collage of Draw-

Perfect graphics was used in Figure 1; you can insert a graphic of your choice by pressing **Graphics** (Alt-F9), (4) User Box, (1) Create, (1) Filename. Type the desired graphic name and press (Enter). Next select (6) Horizontal Position, (1) Left. Press (7) Size, (3) Set Both, enter *3"* for the width and *1.5"* for the height. Press **Exit** (F7), then **Columns/Table** (Alt-F7) to return to Table Edit.

Cells D1 through G1 need to be joined to contain the title of your form (e.g., Office Supply Request Form). To do this, Go To (Ctrl-Home) Cell D1, and press **Block** (Alt-F4), Go To (Ctrl-Home) Cell G1, (7) Join and answer (Y) Yes. To delete the left line press (3) Lines, (1) Left, (1) None.

Now Go To (Ctrl-Home) Cell A2. Notice how every column in this table is sized differently. With your cursor in Cell A2, press (2) Format, (2) Column, (1) Width, type *1.22"*, press (Enter) and (Right Arrow). Continue this procedure for each cell in the row, entering the widths of *1.11"* for cell B2, *1.13"* for cell C2, *.975"* for cell D2, *.842"* for Cell E2, *1.09"* for Cell F2 and *1.13"* for Cell G2.

Press **Block** (Alt-F4), (Home), (Left Arrow) to block cells A2 through G2. To make the top line double, press (3) Lines, (3) Top, (3) Double. Now press **Block** (Alt-F4), (End), (3) Lines, (4) Bottom, (3) Double to make the bottom line double. To shade this row, press **Block** (Alt-F4), (Home), (Left Arrow), (3) Lines, (8) Shade and (1) On.

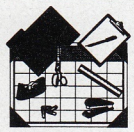
Notice in Figure 1 how all the text is horizontally and vertically centered. This can be set up in Table Edit mode. Go To (Ctrl-Home) Cell A1, **Block** (Alt-F4), (Home), (Home), (Down Arrow), (2) Format, (1) Cell, (3) Justify, (2) Center. Now press **Block** (Alt-F4), Go To (Ctrl-Home) Cell A1, and press (2) Format, (1) Cell, (4) Vertical Alignment, (3) Center. **Exit** (F7) Table Edit.

Following the example in Screen 1, with your cursor in the appropriate cells, type the text shown. *Note*: To move from cell to cell, use (Tab) to go forward or (Shift-Tab) to go backwards. You may also use the arrow keys. Your text will automatically be centered. If your text doesn't look like the example, you may need to adjust your font. You may also change the font attributes by pressing **Font** (Ctrl-F8), (1) Size and then the number for the size you desire. For best results, use a 12-point or smaller font. In Cell D1, a 30-point font was used for the title "Office Supply Request Form." To insert the current date, the date format must be changed so the size of any month will fit in the cell. Do this by moving your cursor to Cell A3, pressing **Date/Outline** (Shift-F5), (3) Date Format, at the **Date format:** prompt typing *%2/%1/5*, then pressing (Enter) and (2) Date Code. This will put your date in the following format: 11/01/90. If you desire your date code to be in its original format, you must change it back *after* saving this document.

To create your second comment, press (Home), (Down Arrow), **Text In/Out** (Ctrl-F5), (4) Comment, (1) Create. Type *After entering your items below, please place the cursor anywhere in the second table and press Columns/Table (Alt-F7), (5) Math, (1) Calculate, Exit F7. This will automatically total your purchases.* Press **Exit** (F7) to return to your document screen.

Table 2

To create Table 2 (see Screen 2), press **Columns/Table** (Alt-F7), (2) Tables, (1) Create. Now enter *6* for the number of columns and *19* for the number of rows. It's a good idea to insert a header code on this first row, because if a user has more than one



Office Supply Request Form

Date Ordered	Requested By	Telephone Number	Date Required	Budget No.	Department Name	Delivery Location
11/01/90	Lauren B.	Ext. 1225	11/15/90	234	Accounting	E-101

Item Number	Qty	Description	Cost	Extended	Color Preference
12345	2	File Folders (Third Cut) (Box of 50)	$22.00	44.00	Blue
54321	4	File Folders (Fifth Cut)	$11.00	44.00	Blue
24356	3	Hanging File Folders (Box of 10)	$5.00	15.00	Blue
97685	5	Legal Pads (14x11) (Box of 20)	$12.50	62.50	White
34256	2	Letter Size Pads (8 1/2x11) (Box of 20)	$10.50	21.00	White
43877	1	Pens	$15.00	15.00	Green
43878	1	Tape	$20.00	20.00	
43876	2	Pencils (Box of 100)	$8.00	16.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
TOTAL				$237.50	

Figure 1. The Completed Form

All orders must be submitted by noon in order to receive next-day delivery.

┌USR 1			Office Supply Request Form			
Date Ordered	Requested By	Telephone Number	Date Required	Budget No.	Department Name	Delivery Location
11/01/90	Lauren B.	Ext. 1225	11/15/90	234	Accounting	E-101

After entering your items below, please place the cursor anywhere in the second table and press **Columns/Table** (Alt-F7), (5) Math, (1) Calculate, **Exit** (F7). This will automatically total your purchases.

Screen 1. Table 1 With Comments

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SC1	55 fonts for HPLJ printers	$325
SC1IE	International Collection	$349
SC2	17 typefaces with fonts from 4 to 30 pts	$489
SC2WP	TRMN/Helv. from 8 to 24 pts.	$299
SC2XP	Over 200 fonts from 4 to 30 pts.	$568
SC2L	SC2 in landscape mode	$589
SC2LC	Most desired landscape fonts	$325
SC2/LC	Two cartridge set SC2, SC2LC	$669

INTEC CUSTOM FONT CARTRIDGES

		POWERFUL SAVINGS
28,000 typestyles to choose from		CALL
SS1	Super Set	$319
	Include signatures	CALL
	Include logos	CALL
SCRIPT	Script & more	$319
HEAD	Headlines (landscape)	$315
VENTC	Ventura Publisher Portraits & landscape	$489

Whatever your specific needs are, we can create a cartridge from our vast library of fonts. $399

H.P. BRAND FONT CARTRIDGES

		POWERFUL SAVINGS
92286 PC	Pro Collection	$249
92286 IC	International Collection	$275
C2053 AC01	Word Perfect Cartridge	$175
C2053 AC02	Microsoft Cartridge	$175
C2053 AC04	Persuasive Presentations	$175
C2053 AC05	Forms, etc.	$175
C2053 AC08	Global Text	$175
C2053 AC07	Text Equations	$175
C2053 AC03	Polished Worksheets	$175
C2053 AC06	Bar Codes	$339
C2050 (series)	Scalable Font Cartridges HPLJIII	

PACIFIC DATA FONT CARTRIDGES

		POWERFUL SAVINGS
CE202	Pacific Page HPLJII	$399
CE270	Pacific Page PE HPLJ 11P, 11D, III	$399
CF120	25 cartridges in one HPLJ plus 500+, Cannon CBP-8II, Olevetti A6108/208, HPLJ 11, 11P, 11D	$299
CF125	25 cartridges in one HPLJIII	$299
CF200	Headlines in a cartridge - compatibility same as CF120	$249
CE103	Plotter in a cartridge: HPLJII	$269
CE150	Plotter in a cartridge: PE HPLJ 11P, 11D, III	$269
CE280	Pacific Mac-Page HPLJII	$489
CE290	Pacific Mac-Page PE HPLJ 11P, IID, III	$479
NS050	Pacific Print	$298
CF215	Scalable Font Cartridge HPLJ III	$249
CF220	Scalable Font Cartridge HPLJ III	$249

PACIFIC DATA UPGRADEABLE MEMORY BOARDS

1-2-4 Plus Memory Board HPLJ II, IID — 2+2 Memory Board HPLJ 11P, III — LP (IBM) Memory Boards

						POWERFUL SAVINGS
MB000	0MB	CALL	MB060	0MB	CALL	
MB100	1MB	$219	MB160	1MB	$239	
MB200	2MB	$319	MB260	2MB	$339	
MB400	4MB	$495	MB360	3MB	$419	
			MB460	4MB	$495	
MB170	1MB					$215
MB270	2MB					$349
MB370	3.5MB					$470

UDP FONT CARTRIDGES

		POWERFUL SAVINGS
PS2	TurboScript, 47 postscript fonts	$369
T25	Turbo 25, 152 fonts 3.6 to 30 pts.	$239
H65	Pro Collection Turbo Cartridge 100% equivalent to HP's	$199
TF1	Tax and Finance Cartridge	$139
XXXX	HP Compatible Cartridges, A-Z	CALL
XXXX	HP Master Type Compatible Cartridges C1-C8	$149

DESKTOP PUBLISHING CARTRIDGES

DP1	TMS Roman, 8 to 30 pts.	$199
DP2	Helv., 6 to 30 pts.	$199
DP4	TMS Roman/Helv., 6 to 30 pts.	$199

LASER SUPPLIES AND ACCESSORIES

		POWERFUL SAVINGS
92295A	HP Brand Toner Cartridges HPLJ II, IID, III minimum 4 each (limited time offer)	$79 ea.
92275A	HP Brand Toner Cartridges HPLJ 11P minimum 4 each	$69 ea.
XXXX	All HP Brand Accessories	CALL
XXXX	Big Bin (1,000 sheets capacity) Cannon SX, Ricoh 4080/4081, 4150 and Apple Laser Writer	$669 ea.
92295C	HPLJ 11/11D Letter/Legal Tray	$67 ea.
92295F	HPLJ 11/11D Envelope Tray	$75 ea.
33472A	HPLJ 11P Lower Letter Cassette	$160 ea.
CB-8PS	Brother (New) Fast Postscript Emulation Controller	$1675 ea.
	Free Laser Supplies and Accessory Catalog	CALL

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page of information, this row will also be at the top of the second page. With your cursor in Cell A1, press (4) Header, at the **Number of header rows:** prompt type *1* and press (Enter).

To vertically center the text in the entire table, press **Block** (Alt-F4), (Home), (Home), (Down Arrow), (2) Format, (1) Cell, (4) Vertical Align, (3) Center. Go To (Ctrl-Home) Cell A1, then create a thick line under the first row by pressing **Block** (Alt-F4), (End), (3) Lines, (4) Bottom, (6) Thick. To shade this row, press **Block** (Alt-F4), (Home), (Left Arrow), (3) Lines, (8) Shade, (1) On. To make the top line single, press **Block** (Alt-F4), (End), (3) Lines, (3) Top, (2) Single.

To horizontally center the text on this row, press **Block** (Alt-F4), (Home), (Left Arrow), (2) Format, (1) Cell, (3) Justify, (2) Center.

Every column in this table is sized differently. With your cursor in Cell A1, press (2) Format, (2) Column, (1) Width, type *1.22"*, press (Enter) and (Right Arrow). Continue this procedure for each cell in the row, entering the widths of *1.11"* for Cell B1, *2.10"* for Cell C1, *.842"* for Cell D1, *1.09"* for Cell E1 and *1.13"* for Cell F1.

To center justify columns A and B, Go To (Ctrl-Home) Cell A1, press **Block** (Alt-F4), (Right Arrow), (2) Format, (2) Column, (3) Justify, (2) Center. To left justify column C, press (Right Arrow), (2) Format, (2) Column, (3) Justify, (1) Left. To decimally align columns D and E, press (Right Arrow), **Block** (Alt-F4), (Right Arrow), (2) Format, (2) Column, (3) Justify, (5) Decimal Align. To center justify column F, press (Right Arrow), (2) Format, (2) Column, (3) Justify, (2) Center.

To insert a calculation formula in column E that will multiply columns B and D, Go To (Ctrl-Home) Cell E2, press (5) Math, (2) Formula, type *B2*D2* and press (Enter). To copy this formula down the row, press (5) Math, (3) Copy Formula, (2) Down, type *16* and press (Enter). Go To (Ctrl-Home) Cell E19, then press (5) Math, (4) +. This cell will now automatically total the column.

Next, press (3) Lines, (8) Shade, (1) On. Press (Left Arrow), **Block** (Alt-F4), (Home), (Left Arrow), (7) Join and answer (Y) Yes to join cells. Now press (3) Lines, (2) Right, (3) Double and (3) Lines, (3) Top, (3) Double to surround the "Total" area with double lines. Press **Exit** (F7) to return to your document screen.



Executive Assistant Cindy Keever is Coca-Cola Foods' power user of WordPerfect.

Following the example in Figure 1, place your cursor in the appropriate cells and type desired items and amounts.

To create the final comment, press (Home), (Down Arrow), **Text In/Out** (Ctrl-F5), (4) Comment, (1) Create and type *All orders exceeding $400.00 must be approved by your immediate supervisor.* Then press **Exit** (F7) to return to your document screen.

Cheryl locks certain cells so information can't be changed by users when they retrieve the form. For example, the two entire rows that are shaded can be locked to prevent changes in them. To lock these rows, place your cursor in the appropriate table, press **Columns/Table** (Alt-F7), **Block** (Alt-F4) the row, then press (2) Format, (1) Cell, (5) Lock and (1) On. Also, as stated in the second comment, every time numbers are inserted, deleted or added you must place your cursor anywhere in the table and press **Columns/Table** (Alt-F7), (5) Math, (1) Calculate.

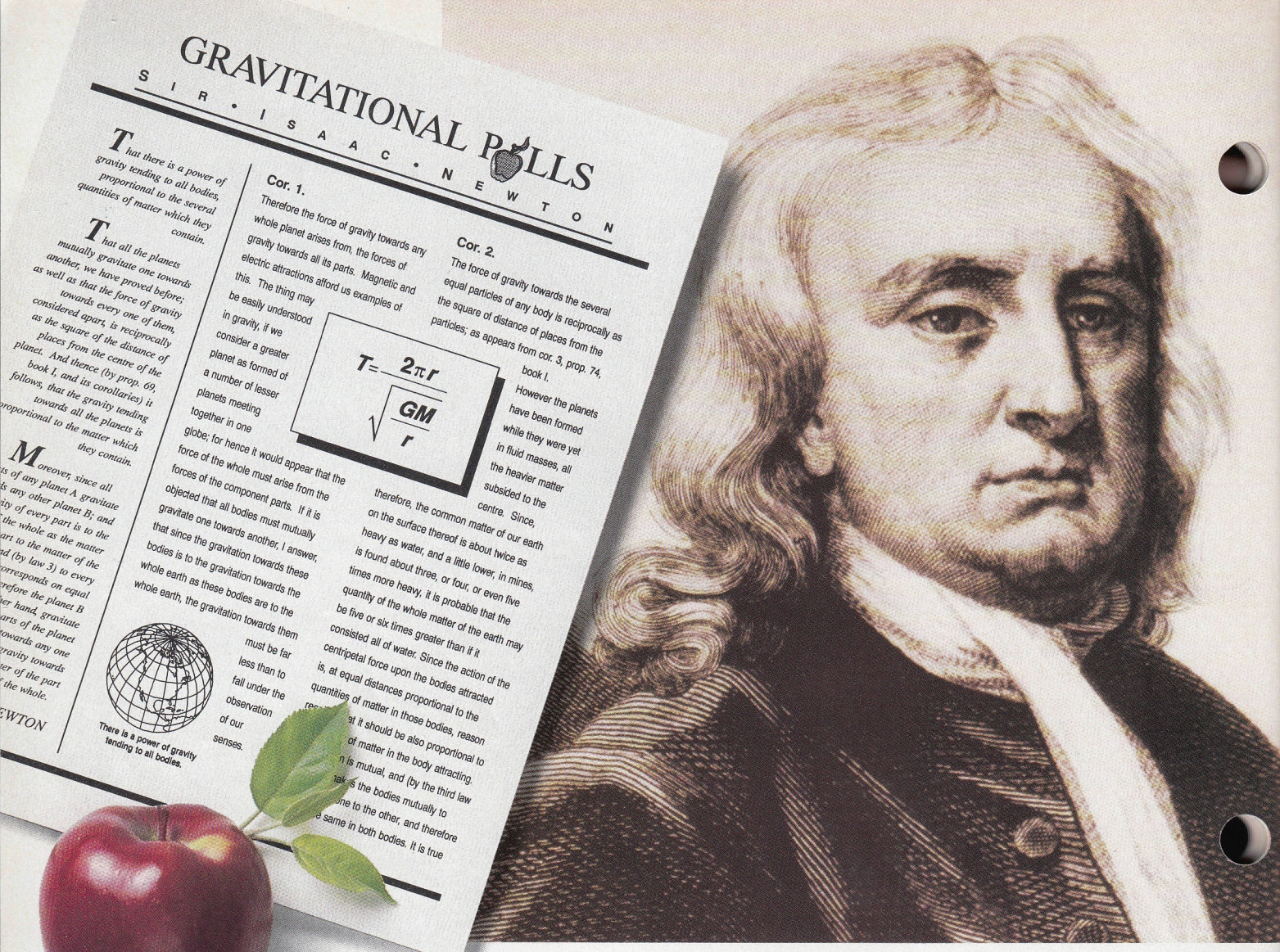
And there you have it . . . a form for your office that can now be *Minute Maid*! ❑

Item Number	Qty	Description	Cost	Extended	Color Preference
12345	2	File Folders (Third Cut) (Box of 50)	$22.00	44.00	Blue
54321	4	File Folders (Fifth Cut)	$11.00	44.00	Blue
24356	3	Hanging File Folders (Box of 10)	$5.00	15.00	Blue
97685	5	Legal Pads (14x11) (Box of 20)	$12.50	62.50	White
34256	2	Letter Size Pads (8 1/2x11) (Box of 20)	$10.50	21.00	White
43877	1	Pens	$15.00	15.00	Green
43878	1	Tape	$20.00	20.00	
43876	2	Pencils (Box of 100)	$8.00	16.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
TOTAL				$237.50	

All orders exceeding $400.00 must be approved by your immediate supervisor.

Screen 2. Table 2 With Comments

Application available on *Disk of the Month*, page 87.



If WordPerfect® 5.1 were there, maybe his peers could have grasped the gravity of the situation.

With the WordPerfect® 5.1 equation editor and Newton's intellect, who knows what would have gone down?

Newton could have easily recorded his theories on motion, gravity and light, without having to mess with new kinds of ink. Instead, he could choose between function keys, pull-down menus, with or without a mouse, to get at all the powerful features in WordPerfect 5.1.

Now Newton could take an idea like his Law of Universal Gravitation and give it more weight. What's more, using intuitive commands from the 5.1 equation editor palette, he could quickly write a number of variations on the theme.

And if something earth shattering popped into his head, Newton could add graphics, create a warm-link with spreadsheets, form tables, change font sizes and watch his ideas fall into his documents wherever he pleased.

It's hard to imagine anyone shaping science and mathematics to the degree Sir Isaac Newton did in the seventeenth century. Add the power and ease of WordPerfect 5.1 word processing and, even among Newton's critics, there'd be little left to say.

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The Missing Link

Combining spreadsheets with WordPerfect

by Drew Daniels

Word processors process words; spreadsheet programs crunch and process numbers. WordPerfect 5.1 lets you take advantage of the best of *both* types of programs by linking the two together.

Version 5.1's new linking and importing capabilities make it easier for businesses to include statistical spreadsheet information in reports to stockholders. Students can easily add tables and charts to their school assignments. Anyone who needs to marry text with figures from spreadsheets can do it easier with WordPerfect 5.1.

A new feature in 5.1 can connect or link a spreadsheet file to a WordPerfect file. A linked WP file can be updated automatically each time it's retrieved. It's also easy to import data from a spreadsheet file without creating a link.

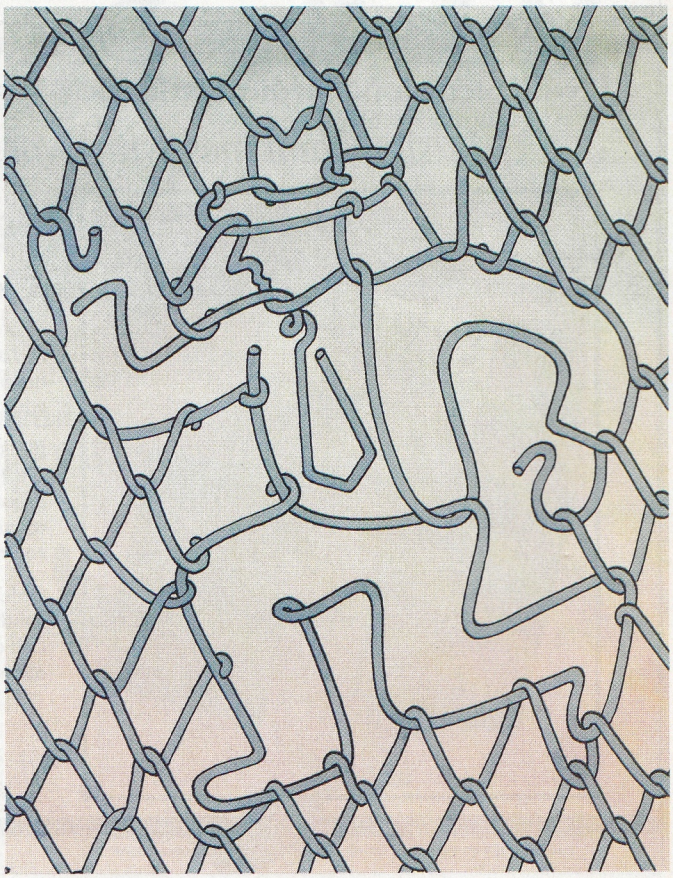
Prior to 5.1, importing was possible—but it required a maze of conversions and keystrokes to accomplish the feat. Even then, there was often a truckload of reformatting left to do. In 5.1, the imported spreadsheet will automatically format to look as it did in the spreadsheet program, whether you bring it into WordPerfect as a table or as regular text.

Currently, 5.1 can link spreadsheets from PlanPerfect versions 3.0 through 5.1, Lotus versions 1.A through 2.2 and Microsoft Excel versions 2.x. Lotus 1-2-3 version 3.0 files can be imported provided they're saved in .WK1 format rather than .WK3 format.

Most other major spreadsheets, such as Quattro, Quattro Pro, Symphony and Lotus clones such as VP Planner are also supported. If you attempt to link a spreadsheet file that isn't in a supported format, the message **Error: Incompatible File Format** will appear on your screen.

Importing vs linking

Linking and importing work equally well, depending upon the application. If you've yet to create or finish your spreadsheet, or if you plan to make continual changes to it, linking would be the best choice. With this option, WordPerfect can import the latest version of your spreadsheet automatically each time you retrieve your WordPerfect document. Also, if you have more than one spreadsheet link in your document, 5.1 will update each of them upon retrieving the file or when you select the option in the **Link Options** menu to (3) Update All Links.



TIM LEWIS

Prior to linking

Prior to linking or importing a spreadsheet, note its size and adjust your 5.1 document accordingly. For instance, if your spreadsheet won't fit within

the margins you've set on a regular 8.5" x 11" page, WordPerfect will cut whatever doesn't fit.

One way to create more room for your spreadsheet is decreasing margin sizes in the 5.1 document you're linking or importing into. You could also select a smaller font before the spreadsheet file is brought in. This will decrease the width of the tabular or table columns—again allowing more room for the spreadsheet.

If your spreadsheet *still* needs more room and your printer will accommodate it, you could select a landscape paper size (11" x 8 1/2") in 5.1 for the specific page you want the spreadsheet to appear on. Landscape paper gives you more room from left to right, but decreases page height.

If you prefer to set your table up a particular way rather than let WordPerfect set it up automatically, create a blank table to your own specifications (with the desired number of rows and columns) prior to linking or importing. Then, place your cursor in cell A1 of the table and proceed with the link or import.

This will preserve the formatting previously done to the table.

Linking

To create a spreadsheet link, first press **Text In/Out** (Ctrl-F5), (5) Spreadsheet and (2) Create Link. The **Spreadsheet: Create Link** menu will be on the screen. (See Screen 1.)

Select (1) Filename, type the path and filename of your spreadsheet file and press (Enter). Beginning with the 6/29/90 release of 5.1, an option in **Setup: Location of Files** allows you to enter a default directory for your spreadsheets so there's no need to type a path every time you enter a filename. If you can't remember the exact filename or directory, press **List** (F5) and search through the directories.

After you enter your spreadsheet's filename, 5.1 will automatically give a default range that includes your entire spreadsheet. For example, if A1 is the first cell of your spreadsheet and X40 is the last cell, the default range would be A1:X40. To choose a range other than the default, select (2) Range and enter your choice.

If the spreadsheet you're linking to uses named ranges, as most advanced spreadsheets do, you may also enter that name for the range. If you can't remember the name of the range, press **List** (F5). A box will appear listing all of the named ranges in the spreadsheet. Use the arrow keys to select the desired range and press (Enter). As in most 5.1 lists, a name search also works.

Next, decide whether you want the spreadsheet to appear as a table or as

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CIRCLE 65 ON READER SERVICE CARD

regular text. Either way, the spreadsheet will retain the look it had in the spreadsheet program.

When deciding whether you want the spreadsheet to appear as a table or text, keep several things in mind. If you choose the table format, you can make editing changes after the link, as you would in a normal table. And because tables use cells and rows as spreadsheets do, you can perform an assortment of spreadsheet-type functions within WordPerfect after you link the two files. For example, if you a link a spreadsheet with a 5.1 file, cells that were previously locked or protected in the spreadsheet will remain locked within the table.

If you choose to link the spreadsheet using the text format, the cells from the spreadsheet will be divided into columns by tabs and into rows by hard returns. A tab set that preserves the look of the spreadsheet will be placed at the beginning of the link, and another tab set will be placed at the end of the link to change the tabs back to their previous settings.

To make your selection from the **Spreadsheet: Create Link** menu, press (3) Type, then (1) Table or (2) Text.

```
Spreadsheet: Create Link
     1 - Filename          C:\PL50\WKSHEET.TST
     2 - Range             A1:X40
     3 - Type              Table
     4 - Perform Link
```

Screen 1. Spreadsheet Create Link Menu

```
Spreadsheet: Import
     1 - Filename          C:\PL50\SAMPLE.SHT
     2 - Range             A1:X40
     3 - Type              Table
     4 - Perform Import
```

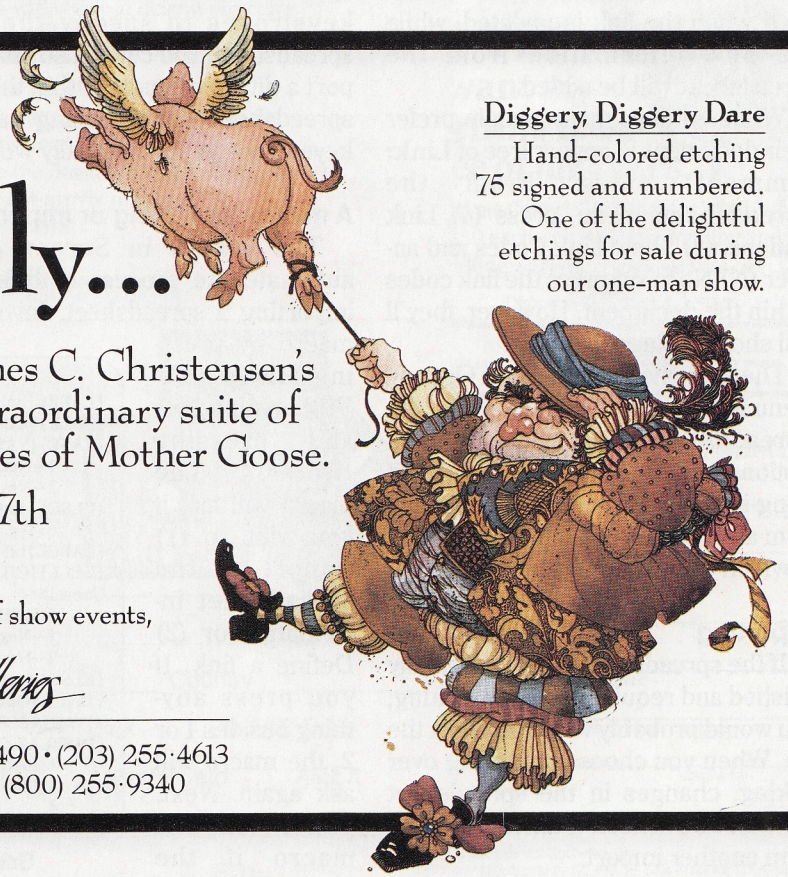
Screen 2. Spreadsheet Import Menu

Once you've entered the filename of the spreadsheet, selected the range of cells to be linked and chosen the type, all that remains is to (4) Perform Link. If the spreadsheet isn't yet created or finished, you have the option of pressing **Exit** (F7) instead of (4) Perform Link. This leaves link codes in the document where the spreadsheet will be linked when it's completed. When the spreadsheet is ready, press **Text In/Out** (Ctrl-F5), (5) Spreadsheet, (3) Edit Link and (4) Perform Link.

Link options

This new Linking feature offers several options that make updating links simple and improve the appearance of your document while you edit in WordPerfect. Press **Text In/Out** (Ctrl-F5), (5) Spreadsheets, (4) Link Options, (1) Update on Retrieve and (Y) Yes. All

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Combining spreadsheet files with word processor files to produce a striking, professional-looking document is no longer an endless, arduous task.

links in the document are automatically updated when it's retrieved. Everything between the beginning and ending link codes, including cell, column and row formats, will be deleted when the link is updated, while the new information from the spreadsheet will be added.

While editing, many people prefer their document to appear free of **Link:** comment codes. From the **Spreadsheet:** menu, press (4) Link Options, (2) Show Link Codes and answer (N) No to suppress the link codes within the document. However, they'll still show in **Reveal Codes**.

The final choice in the Link Options menu is to Update All Links. From the **Spreadsheet:** menu, press (4) Link Options and (3) Update All Links to bring in the most current information from all the different spreadsheet files to which your document is linked.

Importing

If the spreadsheet file is completely finished and requires no more editing, you would probably want to import the file. When you choose importing over linking, changes in the spreadsheet file won't be reflected unless you perform another import.

The import feature retrieves information from a spreadsheet file into a table or text one time only. After it's imported, you can do all the editing you desire within the table or tabular columns.

To import a spreadsheet into 5.1, press **Text In/Out** (Ctrl-F5), (5) Spreadsheet, (1) Import and (1) Filename. Enter the path and filename of the spreadsheet you want to import, then select (2) Range if you want to specify a range other than the default. After entering the range, select (3) Type and choose (1) Table or (2) Text followed by (4) Perform Import. (See Screen 2.)

For convenience, the information from the last import or link you performed remains in the **Spreadsheet: Import** and **Spreadsheet: Create Link** menus when you're done with a link or import. It even remains when you clear the document from the screen. This allows you to link or import the same spreadsheet into another document without repeating the keystrokes to specify the same spreadsheet. You could also link or import a different range within the same spreadsheet without using as many keystrokes as you normally would.

A macro for linking or importing

The macro in Screen 3 will automate the process of linking or importing a spreadsheet. Invoke the macro by pressing **Macro** (Alt-F10), typing *link* and pressing (Enter). The macro will ask if you wish to (1) Import the spreadsheet information or (2) Define a link. If you press anything besides 1 or 2, the macro will ask again. Next, you'll tell the macro if the spreadsheet should be imported or linked as a 5.1 table or as text.

Again pressing anything other than 1 or 2 will cause the macro to repeat the question.

The Import or Create Link menu will appear. You'll be prompted for the filename of the spreadsheet you wish to use. Type in the complete pathname of the spreadsheet, including the extension, such as .PLN, .WK1, .EXL and press (Enter).

If this isn't the first time you've invoked the macro or performed the steps manually, the name of the spreadsheet last used will be displayed as the default. To accept it, press (Enter).

Finally, the macro will prompt you for the range of cells to import or link. Type in a valid range of cells or a range name and press (Enter). At this point, you could also press **List** (F5) for a list of range names from your spreadsheet as explained above. The macro will complete the import or link for you.

Combining spreadsheet files with word processor files to produce a striking, professional-looking document is no longer an endless, arduous task. With 5.1, the process is simple; in fact, it's automatic. ❑

Drew Daniels is a technical support representative for WPCorp.

Applications available on *Disk of the Month*, page 87.

```
{LABEL}linkimp~
{BELL}{CHAR}linkimp~Press (1) Import or (2) Link (F1 to cancel).
{CASE}{VARIABLE}linkimp~~
      1~Next~
      2~Next~
{ELSE}~linkimp~~

{LABEL}tabletext~
{BELL}{CHAR}tabletext~Link/Import as (1) Table or (2) Text (F1 to
Cancel):~
      {CASE}{VARIABLE}tabletext~~
      1~Next~
      2~Next~
{ELSE}~tabletext~~
{Text In/Out}5{VARIABLE}linkimp~
3{VARIABLE}tabletext~
{DISPLAY ON}
      1{PAUSE}{Enter}
      2{PAUSE}{Enter}
      4
```

Screen 3. Codes for Column Display Macro

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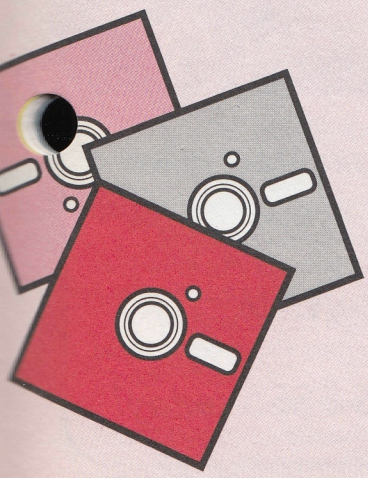
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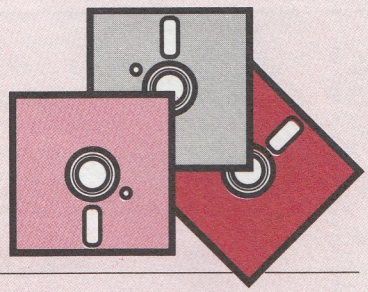


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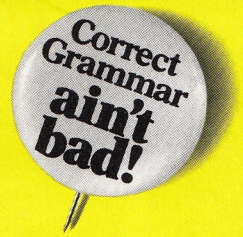
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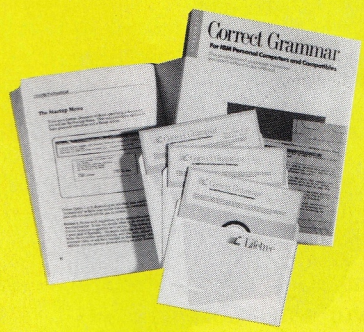
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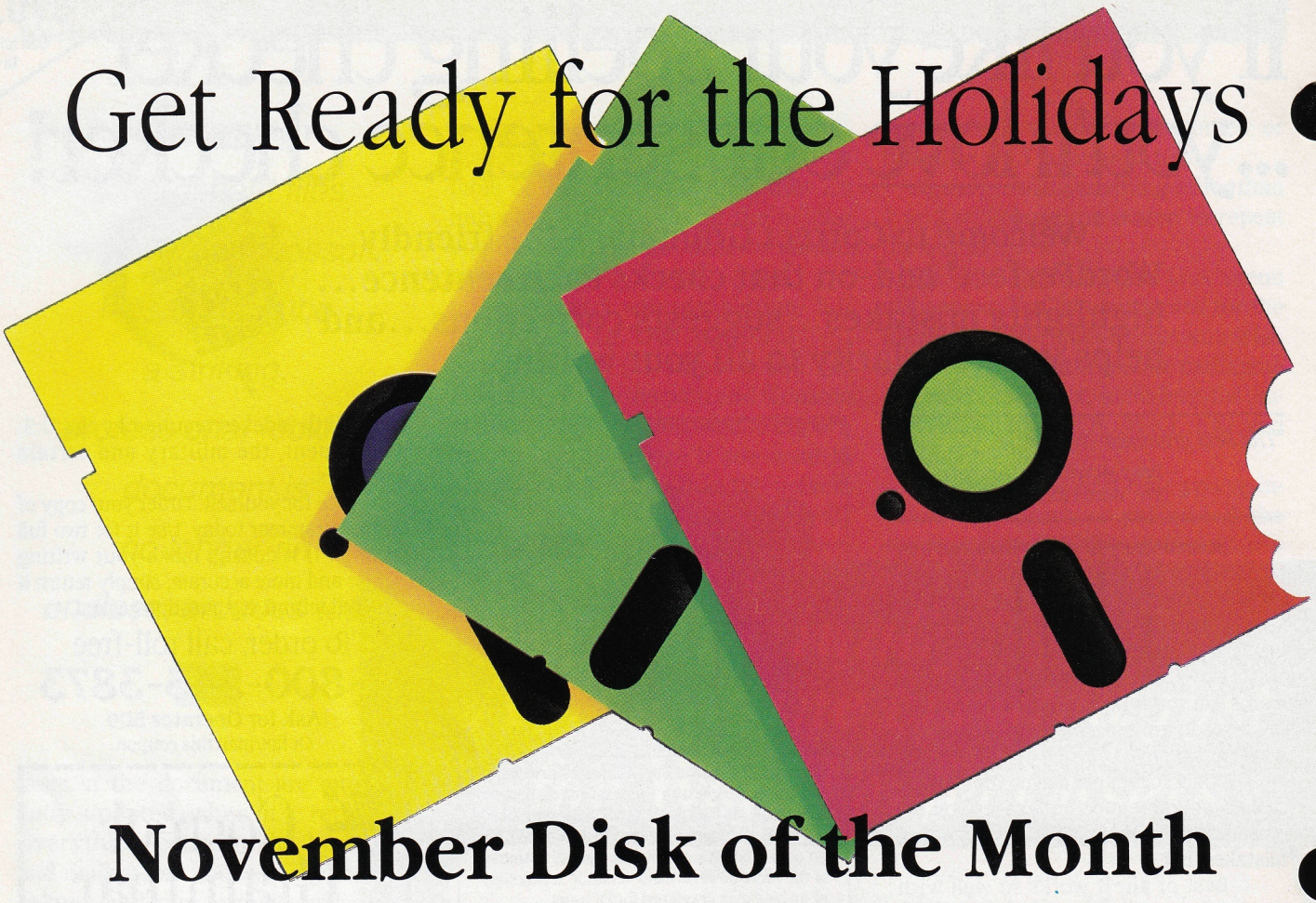
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Writing with Style

Fast formatting aids for authors

I love to write. I enjoy finding words to express the ideas that scratch my mind while mowing the lawn, drifting off to sleep or taking a shower. What I don't love are the mechanics of putting the words on paper—especially when working on a long novel. This needs to be as worry free as possible. Fortunately, styles have freed me from these formatting frustrations.

I have a 5.1 and 5.0 style for chapter headings, one for text and one for quotes. They're easy to use—first, retrieve the styles and select the chapter heading style. Then type the chapter number and title—all the formatting's done for you. For text, select the style that contains text formatting codes and you're ready to begin typing. The quote style inserts a smaller font and indents the quote. (See Figure 1.) What could be nicer?

This article will include 5.1 and 5.0 instructions on how to create, save and use these styles separately or together as a style library.

The chapter heading style

To create the chapter heading style, press **Style** (Alt-F8), (3) Create, (1) Name, type *Chapter* and press (Enter). Press (3) Description and enter *Chapter headings*. Pressing (5) Enter will give you three choices: **1 HRt; 2 Off; 3 Off/On:**.

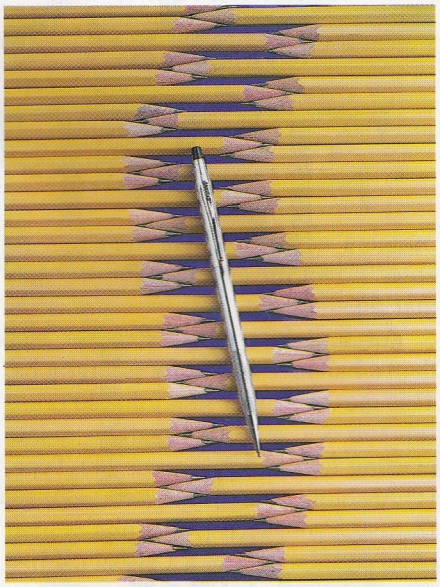
When the style is turned on, the first choice treats (Enter) as a hard return [HRt]. With the second choice, pressing (Enter) turns the style off, and with the third choice, pressing (Enter) turns the style off and back on again. Since you want (Enter) to turn the style off, press (2) Off. Next, press (4) Codes. For binding purposes I set a wider margin on the left. Do this by pressing **Format** (Shift-F8), (1) Line, (7) Margins, entering the left margin at *1.5"* and the right at *1"*. Press **Exit** (F7). Insert a graphic line across the page by pressing **Graphics** (Alt-F9), (5) Line and (1) Horizontal. In 5.1, press (4) Width of Line or in 5.0, press (3) Width. Type *.05"* and press (Enter). Press **Exit** (F7).

At the style code screen press (Enter) two or three times to add spacing. Press **Font** (Ctrl-F8), (4) Base Font, highlight a large font such as a bold 24 point and press (1) Select. Type *Chapter* and press (Enter). Press (Right Arrow) to move the cursor past the **[Comment]** code. Press (Enter) three times, or your choice, to add spacing between the chapter heading and the text. Press **Exit** (F7) twice. To save this style in a style library which will also contain the other two styles you'll soon create, press (6) Save, type *book.sty* and press (Enter). To save only the chapter style, press (6) Save, type *chapter.sty*, press (Enter) and **Exit** (F7).

The text style

To create the text formatting style, press **Style** (Alt-F8), (3) Create, (1) Name. Type *Text* and press (Enter). Press (3) Description, type *Text formatting* and press (Enter). The text looks good in a 12-point font so press (4) Codes, **Font** (Ctrl-F8), (4) Base Font, highlight a 12-point font and press (1) Select.

Change the margins by pressing **Format** (Shift-F8), (1) Line, (7) Margins. The text should have the same



STOCK SOLUTIONS

by Scott Jon McHardy

If you use quotes in your writing, you can use a style to format them with a few keypresses.

margins as the chapter heading, so enter *1.5* for the left and *1* for the right margin.

For text formatting, I prefer less than a half-inch indent for paragraphs. This means setting new tabs, so press (8) Tab Set and (Ctrl-End) to delete existing tabs. (In 5.1, press (T) Type, (1) Absolute.) Next, type *1.7* and press (Enter). Press **Exit** (F7). For a ragged edge on the right, in 5.1 press (3) Justification, (1) Left. In 5.0, press (3) Justification and (N) No.

Press (Enter) to return to the **Format** screen and (2) Page. In 5.1, press (6) Page Numbering, (4) Page Number Position and (6) Bottom Center. In 5.0 press (7) Page Numbering and (6) Bottom Center. Press **Exit** (F7) three times to return to the **Styles** screen.

To save as a style library, press (6) Save, type *book.sty*, press (Enter) and answer (Y) Yes to replace. To save only the text style, highlight the chapter style, press (5) Delete. In 5.1, press (3) Definition Only, or in 5.0, answer (Y) Yes. You're only deleting the listing; the style has already been saved. If the style listing isn't deleted, the two styles will be saved together. Now highlight the text style and press (6) Save, type *text.sty* and press (Enter).

The quote style

If you use quotes in your writing, here's a style that'll format them with a few keypresses. When using this style with the text formatting style, you'll actually be using a style within a style. The quote style can be set up so that pressing (Enter) will turn it off and return you to the text formatting style.

To create this simple but handy application, from the **Styles** screen press (3) Create, (1) Name, type *Quote* and press (Enter). Press (3) Description, type *Quote formatting* and press (Enter). Since you want (Enter) to turn the style off, press (5) Enter and (2) Off. Next, press (4) Codes.

The quote needs to be indented from the left and the right. Double indent (Shift-F4) could be used, but getting the quote margins I want would mean setting new tabs. I find it easier to set left and right margins within the style. That way, the settings will apply only within that style. Do this by pressing **Format** (Shift-F8), (1) Line, (7) Margins, entering *2.3* for the left and the right. Press **Exit** (F7).

Quotes look better in a smaller font of the same typeface, so press **Font** (Ctrl-F8), (4) Base Font, highlight an appropriate 10-point font, or your choice, and press (1) Select. Press (Enter) twice to allow spacing before the quote. Press (Right Arrow) to move past **[Comment]** and (Enter) twice to add spacing after the quote. Press **Exit** (F7) twice. To save in the style library, press (6) Save, type *book.sty*, press (Enter) and answer (Y) Yes to replace.

To save only the quote style, highlight the text style and press (5) Delete. In 5.1, press (3) Definition Only or in 5.0, press (Y) Yes. Press (6) Save, type *quote.sty* and press (Enter). Press **Exit** (F7) to return to your document screen.

Retrieving and using the styles

Now that you've created and saved the styles, here are instructions for retrieving and using them.

If the styles were saved in a style library, from the **Styles** screen press (7) Retrieve, type *book.sty* and press (Enter). The three styles will be listed. If the styles were saved separately, press (7) Retrieve, type the name of the style, such as *chapter.sty, text.sty* or *quote.sty,* and press (Enter).

To turn on the chapter style, highlight Chapter and press (1) On/Select. At the document screen the cursor will be in position to type the chapter number. Do so, then press **Flush Right** (Alt-F6) and type the chapter title. To view the chapter heading, press **Print** (Shift-F7) and (6) View Document. Press **Exit** (F7) to return to the document screen. To turn off the chapter style, press (Enter). The cursor will then be positioned three lines below the heading. You're now ready for the text formatting style.

Press **Style** (Alt-F8), highlight Text and press (1) On/Select. At the

Chapter One **Wedding Rings in the Wall**

It all began when we decided to retrieve our mother's wedding rings that had been hanging inside on the bedroom wall for almost 40 years. On my last trip home, my sister and I planned to visit some places where we grew up. This included the house where our mother's wedding rings were still hanging.

Our excursion began with a two-hour drive to West Plains, then a long search for the farm road that would take us to our old friends' home. Hopefully, they would direct us to the one-room schoolhouse, the creek, the mulberry tree, and the house that Dad built some 40 years ago.

This is a sample of the quote style. It contains left/right margin and 10-point font codes. Right justification is on in this style.

We traveled down a vaguely familiar highway. We remembered the little grocery store at South Fork--the 7-11 of its time. As we drove closer to the schoolhouse, we passed my old boyfriend's house. (One year he gave me "Evening in Paris" perfume for Christmas.)

1

Figure 1. Sample of Styles

WORDS LIKE THESE SHOULD NEVER BE PRINTED.

document screen, press (Tab) and begin typing the first paragraph.

When you're ready to insert a quote in your document, press **Style** (Alt-F8), highlight Quote and press (1) On/Select. The cursor will be located at position 2.3", two lines below the text. Type the quote, then press (Enter) to turn off the quote style and return to the text formatting style. Since these are paired styles, a style on and style off code will be displayed in **Reveal Codes** (Alt-F3). The cursor will be on the style off code and the text you type will go between the two codes. When you've typed the text and are ready to exit the text style, press (Right Arrow) once.

Since most monitors display only 80 columns, when you're using a font other than 10 cpi (characters per inch) a line of text will run off the right side of the screen. If this bothers you, type the original text in a 10-pitch font, like Courier 10 cpi, then reformat the text by blocking it with **Block** (Alt-F4) and selecting the text formatting or quote style. The blocked text will be placed between the style on and style off codes, and the text will be in the font contained in the style.

Thanks to styles, I'm experiencing the joy of creating—not the misery of mechanics.

To edit a style, press **Style** (Alt-F8) and, if necessary, retrieve the style. With the style highlighted, press (4) Edit and (4) Codes. After making the desired changes, press **Exit** (F7) twice to return to the **Styles** screen. Press (6) Save, type the name of the style or style library, press (Enter) and answer (Y) Yes to replace.

This feature has made a big difference in the way I spend my time. Thanks to styles, I'm experiencing the joy of creating—not the misery of mechanics. ❑

Scott Jon McHardy is a freelance writer and WordPerfect user in Phoenix, AZ.



Applications available on *Disk of the Month*, page 87.

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And since PlanPerfect uses the same WordPerfect printer drivers, you can change fonts and adjust word spacing to help your documents score points while they're proving your point.

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Lining Things Up

A simple way to align your documents

by Lu McHardy

I'm a simple person. I like spaghetti without sauce, cake without icing and bread without butter. Word processing? I look for quick, uncomplicated solutions. For instance, I've found simple ways to align text and numbers.

Tab Align

Have you ever wanted to quickly type a column of aligned dollar amounts? Of course you have. **Tab Align** (Ctrl-F6) makes it easy. With **Tab Align** (Ctrl-F6), both numbers and text can be quickly aligned, without bothering to set decimal tabs in the Format feature. Each time you press **Tab Align** (Ctrl-F6), the cursor moves to the next tab setting, one-half inch to the right. The cursor remains at the tab setting you choose and the characters you type are inserted to the left of the cursor, until the alignment character, Tab Align, (Tab) or (Enter) is pressed.

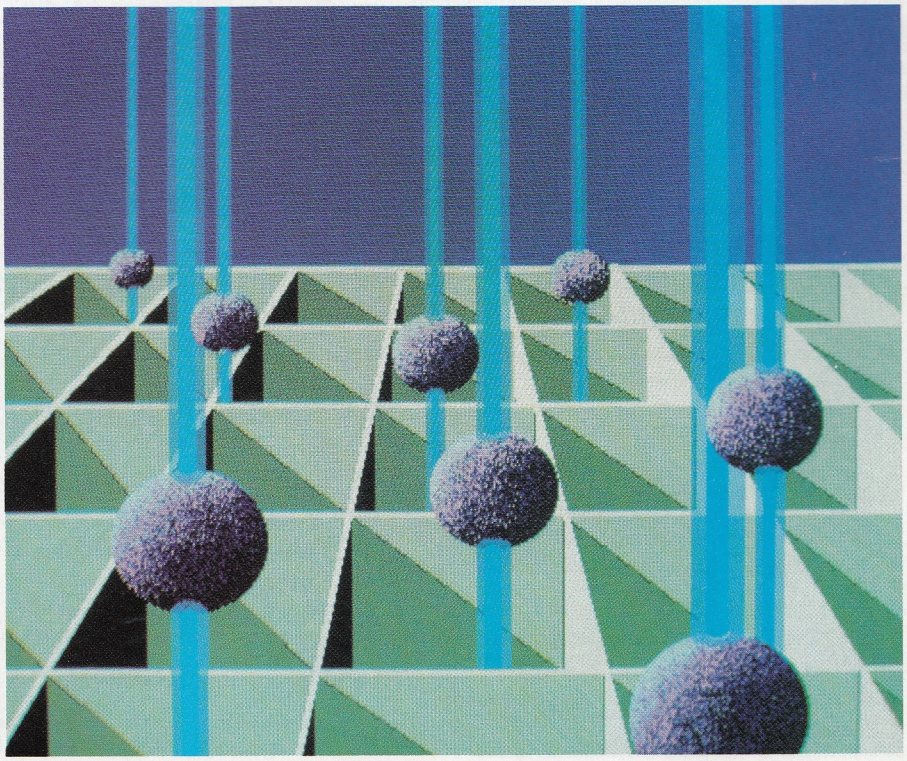
Once the alignment character is pressed, text is inserted normally. The default alignment character is the decimal, but you can change it to any keyboard character. In 5.1 you can use Compose (Ctrl-2) or (Ctrl-V) to insert special characters for aligning.

Type a column of aligned dollar amounts by pressing **Tab Align** (Ctrl-F6) until you reach the tab setting you want. The prompt **Align char =.** appears in the lower left-hand corner of the document screen. Now type in the figure. The numbers are inserted to the left until the decimal point or other alignment character is typed. Press (Enter) and **Tab Align** (Ctrl-F6) until you reach the desired tab setting, and type the next figure. Notice how the decimals are neatly aligned. The following numbers were aligned with Tab Align using default tab stops.

$33.00
$1235.00
$5.00

Changing the decimal/align character

Change the align character by pressing **Format** (Shift-F8), (4) Other, (3) Decimal/Align. Type the new character desired. The cursor moves to the Thousands' Separator line. You're not likely to want to change that character unless you're typing a column of numbers in a European style where a period instead of a comma is used to separate thousands. Press (Enter) and **Exit** (F7).



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Press **Reveal Codes** (Alt-F3), and you'll see the code **[Decml/Algn Char:,,]**. The new alignment character comes after the **Char:** abbreviation. Remember—changing the decimal/align character affects decimal tabs and numeric columns in math, as well as Tab Align. This way of changing the decimal align character is temporary—the character returns to the decimal when you exit the document. To change the character permanently, press **Setup** (Shift-F1), (5) Initial Settings, (4) Initial Codes. Now follow the same steps previously given for changing the align character.

Using a colon as the alignment character can create quick memo headings. Clear the screen and change the alignment character to a colon as described above. Press **Center** (Shift-F6), type *MEMO* and press (Enter) twice. Press **Tab Align** (Ctrl-F6) twice, type *DATE:*, press (Tab) and press (Enter) twice. Repeat these steps for the headings TO:, FROM: and SUBJECT:. After typing the SUBJECT: heading, press **Indent** (Shift-F4). This lines up the text with the SUBJECT: heading. Note: if you press (Enter) after the SUBJECT: heading, text after the hard return won't align properly.

To add text, place your cursor to the right of the tab code after the first heading, type the text and press (Down Arrow) twice. Repeat these steps for each heading.

This is a fast and simple way to type a classy-looking memo, but it's even easier with a macro. To create this macro in 5.1 and 5.0, press **Macro Define** (Ctrl-F10) and press (Alt-M) at the **Define Macro** prompt. Enter a description if desired. At the flashing **Macro Def** prompt, enter the keystrokes in the above paragraph exactly as described. Your first step in the macro must be to change the alignment character to a colon in the Format feature. Press **Macro Define** (Ctrl-F10) to end the macro. To invoke the macro, press (Alt-M).

Another way to create a macro is in the macro editor. Enter this screen in 5.0 by pressing **Macro Define** (Ctrl-F10), (Alt-M) at the **Define Macro** prompt, type a description if desired, then press (Enter). Press **Macro Define** (Ctrl-F10) to end the macro.

Now press **Macro Define** (Ctrl-F10) again, then (Alt-M), (2) Edit (2) Action. Insert the codes in Screen 1 in the Macro Editor and press **Exit** (F7) twice to save the codes and return to

Macro: Action

File **MEMO.WPM**
Description **memo**

```
{DISPLAY OFF}{Format}43:{Enter}
{Enter}
{Exit}{Font}16{Center}MEMO{Right}
{Enter}{Enter}
{Tab Align}{Tab Align}DATE:{Tab}{Date/Outline}2{Enter}
{Enter}
{Tab Align}{Tab Align}TO:{Tab}{PAUSE}{Enter}
{Enter}
{Tab Align}{Tab Align}FROM:{Tab}{PAUSE}{Enter}
{Enter}
{Tab Align}{Tab Align}SUBJECT:{Indent}
```

Ctrl-PgUp for macro commands; Press **Exit** when done

Screen 1. MEMO.WPM

the document screen. In 5.1 press (Home), **Macro Define** (Ctrl-F10), type the desired macro name and press (Enter). Next, type a description, press (Enter) and you will be in the macro editor. Insert the codes in Screen 1 and **Exit** (F7) back to your document screen.

Unfamiliar with the **Macro Action** screen? Here are a few tips: To insert most function key commands into the **Macro Editor** screen, such as **{Font}** or **{Format}**, press the appropriate function key. To insert special function keys, such as **{Cancel}**, **{Tab}** and **{Exit}**, first press (Ctrl-V), then the function key. To insert other key commands, such as **{Right}**, **{Home}** and **{Enter}**, press (Ctrl-V) followed by the desired key. WordPerfect doesn't give a prompt after you press (Ctrl-V).

The macro shown in Screen 1 has a couple of special features: it automatically enters the date, and pauses after TO: and FROM:, so you can enter the appropriate information. After typing the desired information after TO:, press (Enter) to move to FROM. Do the same thing after FROM: to move to SUBJECT.

If you frequently change your decimal align character, here's an easy-to-create macro that makes this job a breeze. Press **Macro Define** (Ctrl-F10), type *align* and press (Enter). For faster execution, you could name it with (Alt) and a letter. Enter a description if desired. Press **Format** (Shift-F8), (4) Other, (3) Decimal/Alignment Character. Press (Ctrl-Pg Up), (1) Pause, then press (Enter) three times. Press **Exit** (F7) twice to return to the document screen. Press **Macro Define** (Ctrl-F10) to close the macro.

To invoke the macro press **Macro** (Alt-F10), type *align* and press (Enter). The macro pauses while you type in the desired character. Do so, then press (Enter). The macro returns you to the document screen, and the decimal/align character is changed until you clear the screen.

Align codes

Using tab align places a hard decimal align code in your document. In 5.1, the tab align code appears as **[DEC TAB]**. In 5.0, using tab align inserts **[Align]** in front of the text or numbers. The code **[C/A/Flrt]** (which means End of Tab Align or Flush Right) appears to the right of the text or numbers and to the left of the align character.

Deleting around these codes can be tricky. You can unknowingly delete the **[Align]** or the **[DEC TAB]** code from the document screen because no prompt appears. If you're about to delete the **[C/A/Flrt]**, this prompt warns you: **Delete [C/A/Flrt]?**. Play it safe; use **Reveal Codes** (Alt-F3) when editing a document using align codes.

Tab align is for quick, simple uses, but it does have limitations. For

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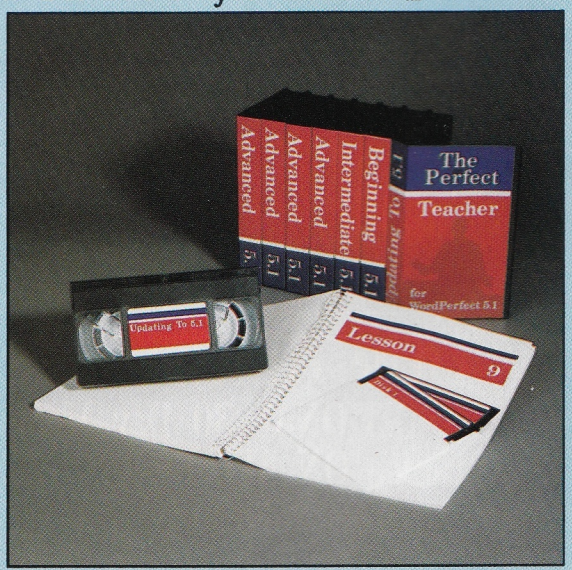
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instance, with the default tab settings every .5", pressing **Tab Align** (Ctrl-F6) once moves the cursor to position 1.5". If you're using a 10-cpi font, the text will extend into the left margin after you type five characters. If you type more than 12 to 15 characters, the text or numbers will no longer align properly. If you need to type more than this number of characters, press (Tab) once or twice, then **Tab Align** (Ctrl-F6). This allows you to type 12 to 15 characters, part of which will extend into the left margin.

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Using Flush Right

Flush Right (Alt-F6) aligns text at the right margin. You can align existing text by placing the cursor at the start of the text and pressing **Flush Right** (Alt-F6), then (Down Arrow).

You can also **Block** (Alt-F4) existing text and press **Flush Right** (Alt-F6). The prompt **[Flsh Rt]? Y/N** appears. Press (Y) Yes. This is helpful if you want to Flush Right several lines, as in an address. You can also use Flush Right to align a column of decimal numbers at the right margin.

Want to create a dot leader right-aligned line in 5.1 without setting new tabs? Press **Flush Right** (Alt-F6) twice. A line of dot leaders will appear with your cursor at the right margin. Type the desired text and press (Enter).

Decimal aligned tabs

Using tab align to temporarily turn a normal tab setting into a decimal tab is easy, but if you have several columns of numbers to type, setting decimal tabs is easier.

A simple solution is a macro that automatically changes the default tabs to decimal tabs. Create this macro by pressing **Macro Define** (Ctrl-F10), then pressing (Alt-T) at the **Macro Def** prompt. Enter a description if desired and press (Enter). At the flashing **Macro Def** prompt, press **Format** (Shift-F8), (1) Line, (8) Tab Set. You'll see a ruler line with the existing tab settings. Change all the left tabs to decimal by typing *0*, pressing (Enter), typing *D 0,.5* and pressing (Enter). Press **Exit** (F7) twice and press **Macro Define** (Ctrl-F10) to end the macro. Then whenever you need decimal tabs, simply press (Alt-T).

Another macro returns tabs to normal. Create it by following the steps in the paragraph above, then changing all the decimal tabs back to L (left).

Like simplicity? These effortless alignments are sure to please. ❑



Applications available on *Disk of the Month*, page 87.

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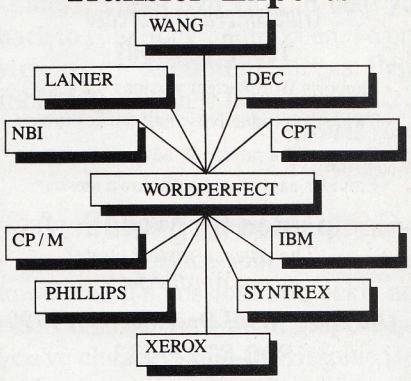
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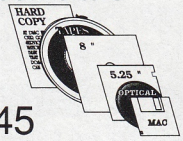
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TIPS

DrawPerfect

When using both screens to edit a graphic in DrawPerfect, it makes a difference whether the graphic is retrieved as a *file* or a *figure*. The manual says that editing can be done to both figures and files, but that you must first select *Modify* to edit a portion of the graphic retrieved as a figure. However, if you wish to copy or move an area of the graphic from one screen to the other, be sure to retrieve the graphic as a file.

For example, consider copying or moving a single balloon in the BALLOONS.WPG graphic from Document Screen 2 to Document Screen 1. If the graphic was retrieved in Screen 2 as a file, you can select a balloon and copy or move it to Screen 1. However, by retrieving BALLOONS.WPG as a figure and selecting *Modify*, you can only copy or move a balloon on the same screen. *Modify* does not allow you to transfer the image between screens.

John Dowe
Troy, MI

Tab Tricks

When creating a tab set, **Format** (Shift-F8), (1) Line, (8) Tab Set, there's a quick way to move from tab to tab. Just press (Alt) and (Left Arrow) or (Right Arrow) on the enhanced (gray) arrow keys to take you from one tab to the next. This allows you to easily add or delete tabs.

Colleen Peterson
Corona del Mar, CA

Two-Column Heading

I create a weekly three-column newsletter for my company. I like using graphic lines and graphic boxes to add pizazz, and I've found a way to use a graphic box for a two-column heading. I define and turn on my columns at the beginning of the page, then I press **Graphics** (Alt-F9), (4) User Box and (1) Create. On the **Definition: User Box** menu, press (3) Type (in 5.1, (4) Anchor Type), (2) Page. In 5.1 press (Enter) to bypass pages to skip. Press (6) Horizontal Position (in 5.0 (5) Horizonal Position), (2) Columns, at the prompt **Enter column(s):** type *1-2* and press (Enter).

At the prompt **Horizontal Position:** select (4) Full (in 5.0, (4) Both Left and Right). Press (9) Edit (in 5.0, (8) Edit), **Font** (Ctrl-F8), (4) Base Font, highlight a large font, such as a 30-point and press (1) Select. Type the text for your heading and press **Exit** (F7). Press (6) Size (in 5.1, (7) Size), (2) Set Height/Auto Width, type in the desired height for your box and press (Enter). Press **Exit** (F7) to take you back to your document screen. To preview your document, press **Print** (Shift-F7), (6) View Document.

Debbie Blair
Houston, TX

```
1    {DISPLAY OFF}
2    {CHAR}0~{^]}Change directory:{^\}{Enter}
3    {Enter}{^]}1{^\}~WP50
4    {Enter}{^]}2{^\}~WP50\MACROS
5    {Enter}{^]}3{^\}~WP50\FILES
6    {Enter}{^]}Selection: 0{Left}~
7    {DISPLAY ON}
8    {CASE CALL}{VAR 0}~
9      0~Exit~{Enter}~Exit~1~Wp50~2~Macros~3~Files~~{QUIT}
10   {LABEL}Exit~{Cancel}{DISPLAY ON}{DISPLAY OFF}{Cancel}{QUIT}
11   {LABEL}Wp50~{List}=C:\WP50{Enter}{Enter}{QUIT}
12   {LABEL}Macros~{List}=C:\WP50\MACROS{Enter}{Enter}{QUIT}
13   {LABEL}Files~{List}=C:\WP50\FILES{Enter}{Enter}{QUIT}
```

Screen 1. CD.WPM

Switching Graphic Boxes

In WordPerfect, most users don't know that it's possible to quickly and easily change the type of graphic box you've chosen. From the Graphic Definition screen, press **Graphics** (Alt-F9) and select the new type of box from

```
1    {DISPLAY OFF}
2    {CHAR}0~{^]}Quick·Directory·Access:{^\}{Enter}
3    {Enter}{^]}1{^\}·-·WP50
4    {Enter}{^]}2{^\}·-·WP50\MACROS
5    {Enter}{^]}3{^\}·-·WP50\FILES
6    {Enter}{^]}Selection:·0{Left}~
7    {DISPLAY ON}
8    {CASE CALL}{VAR 0}~
9      0~Exit~{Enter}~Exit~1~WP50~2~MACROS~3~FILES~~{QUIT}
10   {LABEL}Exit~{Cancel}{DISPLAY ON}{DISPLAY OFF}{Cancel}{QUIT}
11   {LABEL}WP50~{List}C:\WP50{Enter}{QUIT}
12   {LABEL}MACROS~{List}C:\WP50\MACROS{Enter}{QUIT}
13   {LABEL}FILES~{List}C:\WP50\FILES{Enter}{QUIT}
```

Screen 2. QD.WPM

the menu that appears on the bottom of the screen. For example, define a figure box by pressing **Graphics** (Alt-F9), (1) Figure and (1) Create. You're now in the **Definition: Figure** menu. If you suddenly decide that you'd prefer a User Box, press **Graphics** (Alt-F9) and (4) User Box. You're now in the **Definition: User** menu and there's no need to exit, delete the figure box and create a user box.

John Rank
Richland, WA

Letterhead Style

Often I print multipage documents, the first page from bin 1 (letterhead) and the second and remaining pages from bin 2 (standard). Placing the paper size codes on the first and second page will work, but using **Styles** (Alt-F8) will save time. To create this style, press **Style** (Alt-F8), (3) Create, (1) Name, type *Bin 1-2* and press (Enter). Select (2) Type, (2) Open, (3) Description, type *Setup letterhead and standard*, press (Enter) and (4) Codes. To change the top margin, press **Format** (Shift-F8), (2) Page, (5) Margins and enter *0"* for the top and *1"* for the bottom. Press (7) Paper Size, highlight the form which pulls paper from bin 1 and press (1) Select. Press **Exit** (F7) and then (Enter). Press **Format** (Shift-F8), (4) Other, (1) Advance, (3) Line, type a desired top margin for the first page, such as *1"*, and press (Enter) twice. At the **Format:** menu press (2) Page, (7) Paper Size, highlight the form which pulls paper from bin 2 and press (1) Select. Press (5) Margins and enter *1"* for the top and bottom margins.

Press **Exit** (F7) three times to return to the **Styles** screen. To save the style, press (6) Save, type *Bin1-2.sty* and press (Enter) twice to return to the document screen.

To use this style, place your cursor at the top of your document and press **Styles** (Alt-F8), highlight Bin 1-2 and press (1) Select.

Robert K. Sarkady
Orem, UT

Two Directory Macros

We have files spread over numerous subdirectories on our 40MB hard disk. In the past, if we needed to list a directory other than the default directory, we would press **List Files** (F5), then enter the full path for the desired directory. A similar procedure was used to change the default directory.

Two macros offer valuable shortcuts: quick directory and change directory. In a couple of keystrokes, we can call up frequently used directories.

To create these macros, press **Macro Define** (Ctrl-F10), type the macro name, such as *cd*, and press (Enter). Type a description, such as *Change Directory*, and press (Enter). Press **Macro Define** (Ctrl-F10) to end the macro. Press **Macro Define** (Ctrl-F10), type the macro name, press (Enter) and (2) Edit. Then in 5.0, press (2) Action. Insert the commands in Screen 1. Repeat these steps for QD.WPM and insert the commands in Screen 2. You can substitute or add your own directories to customize. To insert the commands in all caps press Macro Commands (Ctrl-Pg Up), highlight the desired command and press (Enter). Commands such as **{Enter}** and **{Cancel}** are inserted by pressing (Ctrl-V) and then the appropriate key. For example, to insert **{VAR 0}**, press (Ctrl-V) and then (Alt-0). To customize, insert your own directories on lines 3-5 and 11-13.After inserting the commands, press **Exit** (F7) once in 5.1 and twice in 5.0 to save the macro. To use this macro, press **Macro** (Alt-F10), type in the desired macro, such as *cd*, and press (Enter). Then make your selection.

Richard Heffern
Santa Ana, CA



Applications available on *Disk of the Month*, page 87.

Tips

Send your tips to *WordPerfect, the Magazine*, 270 West Center Street, Orem, UT 84057. $50 will be paid for tips published.

```
{DISPLAY OFF}
{List}c:\macro\*.wpm{DISPLAY ON}{Enter}
{PROMPT}{Up}·····Highlight·the·desired·macro
·····{Enter}·····
press·F10·to·execute·or·ENTER·for·description·····~
{PAUSE KEY}{Save}~
{DISPLAY OFF}
{ASSIGN}1~{SYSTEM}entry~~
{Exit}{DISPLAY ON}{CHAIN}{VAR 1}~
```

Screen 3. AITM.WPM

Dot-Matrix vs. Laser
Can you see the difference?



WordPerfect Scoop

Atech Shows Off Publisher's Powerpak at Comdex

SAN MARCOS (CA) -- Atech Software has introduced version 1.0 of Publisher's Powerpak, an add-on utility program that works with leading word processing and desktop publishing programs. Powerpak is designed to work with WordPerfect 5.0 or higher and Microsoft Word. Atech chose the Chicago Comdex show to announce its price and availability. Initial evaluators were impressed by the product's capabilities: an enhanced printer driver that produces laser-like output on more than 300 printers, and a new print enhancer with Postscript like capabilities. Users can now select every point size from 6 to 1,000 point. This precise font flexibility enhances the printing capabilities of both word processing and desktop publishing applications. In addition, Publisher's Powerpak allows WordPerfect 5.0 or higher and Microsoft Word users to exceed the HP Laserjet's maximum point size limitation of 36 point.

Product now widely available

The Atech Software Series: Publisher's Powerpak, WordPerfect 5.0 and Microsoft Word editions are available through leading software distributors and retailers and through Atech Software Center via (619)-438-6883.

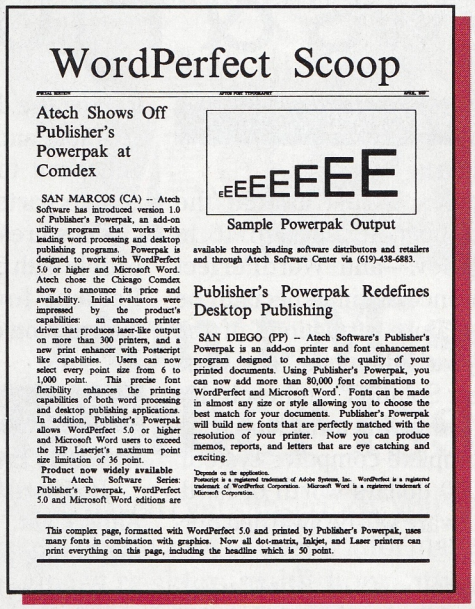
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Sample Powerpak Output

Publisher's Powerpak Redefines Desktop Publishing

SAN DIEGO (PP) -- Atech Software's Publisher's Powerpak is an add-on printer and font enhancement program designed to enhance the quality of your printed documents. Using Publisher's Powerpak, you can now add more than 80,000 font combinations to WordPerfect and Microsoft Word. Fonts can be made in almost any size or style allowing you to choose the best match for your documents. Publisher's Powerpak will build new fonts that are perfectly matched with the resolution of your printer. Now you can produce memos, reports, and letters that are eye catching and exciting.

This complex page, formatted with WordPerfect 5.0 and printed by Publisher's Powerpak, uses many fonts in combination with graphics. Now all dot-matrix, Inkjet, and Laser printers can print everything on this page, including the headline which is 50 point.



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News & Products

WORDPERFECT NEWS

Fall Comdex

Fall Comdex is just around the corner–November 12 through 16 in Las Vegas, Nev.—and WordPerfect Corporation once again expects to be one of the feature attractions of the show. This year's theme is "The Case of the Perfect Solution" and each day WP Corp will be giving away four printers and a complete computer system. Over $500,000 dollars worth of hardware and software will be awarded during the week.

The editorial staff of *WordPerfect, the Magazine* will also be on hand. WP Corp. can be found at booth number 2020 in the Las Vegas Convention Center South Hall.

DrawPerfect Interim Release

The first interim release for **DrawPerfect 1.1** began shipping in early October. Included in the new release are two new export formats–PCX and LL. Charting power has been enhanced with hotlinks to spreadsheet data and trend analysis. Regression types include linear, logarithmic, exponential and power.

A macro shipped with the program allows users to curve text. Updates are available through the usual WordPerfect channels. Call 800/451-5151 for more information.

WordPerfect for the Mac 2.0

The much anticipated version 2.0 of WordPerfect for the Apple Macintosh is about to ship. The new version has been redesigned to provide WP compatibility for users of both PCs and Macs while taking full advantage of the Mac's interface. Advanced graphics capabilities make it a powerful desktop publishing tool. The built-in graphics editor lets users edit and create black-and-white or color images without leaving the document. In addition, the columns and sort features have been enhanced to the level of their DOS counterparts.

Files created on the Mac are compatible with 5.0 and 5.1 as well as WordPerfect for Windows. For more information call 800/451-5151.

PRODUCT NEWS

Instant Business Plan

*Biz***PlanBuilder** from JIAN of Los Altos, Calif., is a working business and marketing plan outline formatted into 33 WordPerfect and PlanPerfect compatible files. Users can fill in the blanks to quickly create a professional quality proposal. Included in *Biz***PlanBuilder** is a 126-page primer that covers marketing concepts and contains a Sources of Capital section on getting money from banks, the SBA, venture capitalists and investors. *Biz***PlanBuilder** retails for $129 and is available from JIAN, 800/442-7373.

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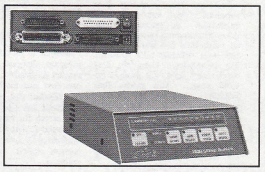
Scanner Captures 256 Shades of Gray



NISCA, Inc. of Carrollton, Texas, has announced a new PC-based hand scanner capable of recording 256 shades of gray. The **NISCAN/GS** software offers a number of image enhancement and editing features including posterization, solarization, gamma correction, contrast and brightness adjustments. Among the editing tools are crop, copy, cut, freeform cut, paste, flip, scale, invert, rotate and zoom. **NISCAN/GS** supports .IMG, .PCX and .TIF file formats and retails for $369. For more information, contact NISCA, Inc. at 1919 Old Denton Road, Suite 104, Carrollton, TX 75006 or call 800/245-SCAN.

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Parlez-Vous WordPerfect?

by Peggy Leonard

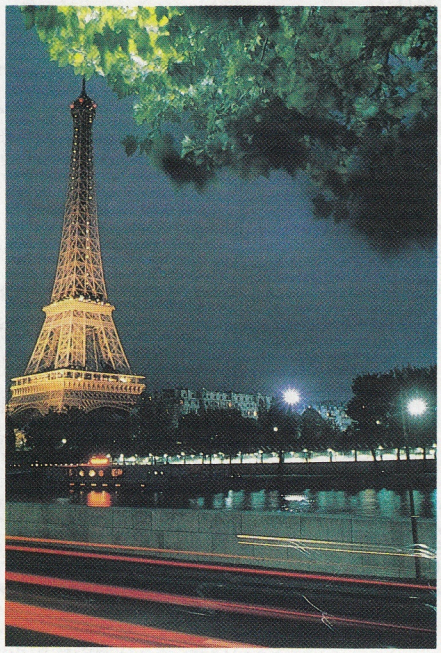
I'm a WordPerfect certified instructor. Every weekday I venture into other people's offices and teach them word processing. Clients often express amazement at what I do, as if teaching people about WordPerfect is something wonderful and exotic, like being a yoga instructor or circus clown.

Some students learn easily. Others never quite grasp certain subtle, but important distinctions—the difference, say, between a directory and file, or between "boot up" and "log off." Other students are terrified that if they press the wrong key, tragedy will strike. Will the computer self-destruct and melt into a pool of hot, smoking plastic? Will a trap door open, dropping them into the dark netherworld of failed word processors? It's sad to watch them staring at their screens, hands claw-shaped and trembling, dreaming of the bygone days of IBM Selectrics.

One recent morning I arrived at the Chicago office of the Government of Quebec. The office manager casually mentioned that the staff was bilingual and that I'd be training on the French version of WordPerfect.

"No problem," I replied. "I had some French in college." I didn't mention that college was twenty years ago, and the last time I actually spoke French was when ordering cake a la mode at Denny's. "Bonjour," I said to myself as we walked to the training area. "Or should I say, 'Au revoir?' "

There was no time for rehearsal: my students were waiting. "Go ahead and start WordPerfect," I said. Immediately, one computer beeped with a French accent and the student pointed



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at the message on her screen: "D'autre copies de WordPerfect, sont-elles en cours?"

Mon Dieu, I thought. Should I just apologize now and slink away? But wait! That's got to be, "Are other copies of WordPerfect currently running?" "Press No," I said with a brave smile. We were on our way!

The document status line was different. Not the familiar "Doc 1 Pg 1 Ln 1" Pos 1"," but "Doc 1 Pg 1 Ln 2,54c Pos 2,54c." Centimeters! Trust the French to unnecessarily complicate matters. The template, naturally, was also in French.

The names of the features threw me: the F7 key wasn't Exit, it was "Sortie." The Cancel key was "Annul" and the Save key "Sauve." And how about the program's Yes/No questions: Exit WP? (Y/N)—you guessed it—"Oui" and "Non" (O/N). To think that the French once ruled the civilized world.

The Reveal Codes (Montrer Codes) presented deeper challenges. Hard Return (**HRt**) became [**RT**], and Soft Return (**SRt**) appeared as (**RTC**). It's French to me, I thought, suddenly understanding my students' bafflement when first seeing the Reveal Codes screen.

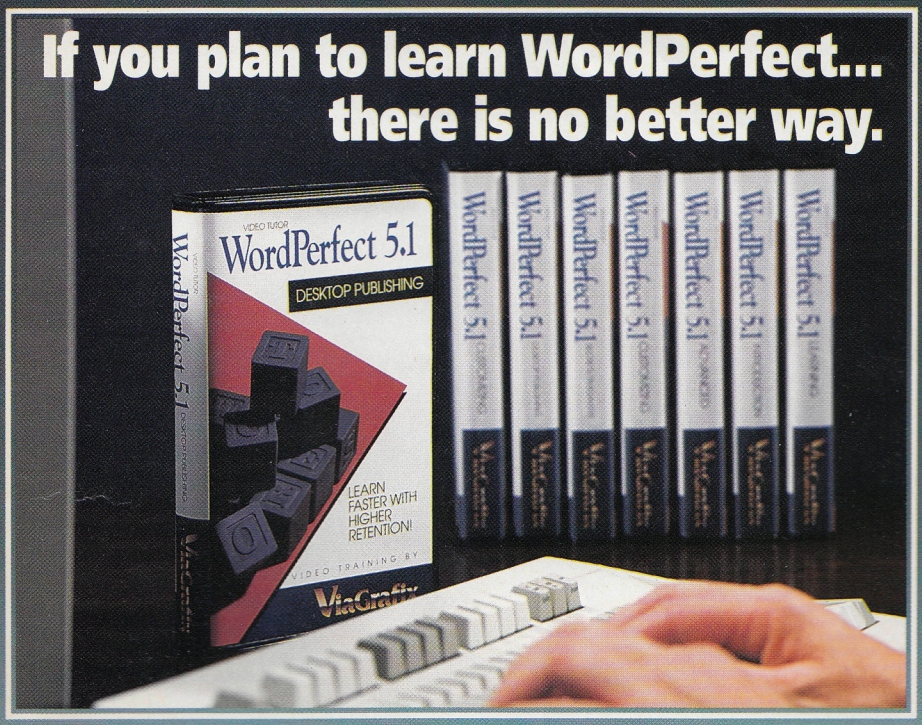
Wisely, the French had kept many English commands. "Home," "Date," "Format," even "Document"—all were in English. Many feature names were spelled funny, but were still very close to English: "Bloc" for Block, "Centre" for Center, "Papier" for Paper. There were some features, too, where the French names made a sort of twisted sense, after I learned what they meant. The Merge key, for example, was called "Fusion." Help was "Aide."

But who would've guessed that Sort would be "Tri," that a "Police" code performs a Font Change or that you use "Fenetre" to create a window on the screen? As de Gaulle said, what can you expect of a country that has 300 different kinds of cheese?

Despite my wretched French accent, the staff rated the seminar a success. By the last day of training, I actually thought it might be fun to switch to the French version myself. It would be so much more romantic, after all, to "Visualiser in format d'impression" rather than View Document; to "Souligner" instead of Underline. And if I practiced **real** hard, who knows? Perhaps a training stint in Paris, and a chance to sample some of the cheese . . . ❑

Peggy Leonard is a WordPerfect Certified Instructor in Chicago, IL.

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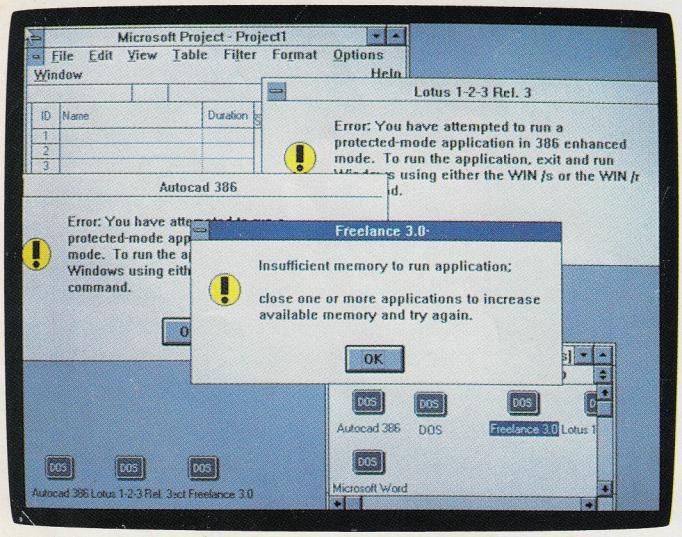
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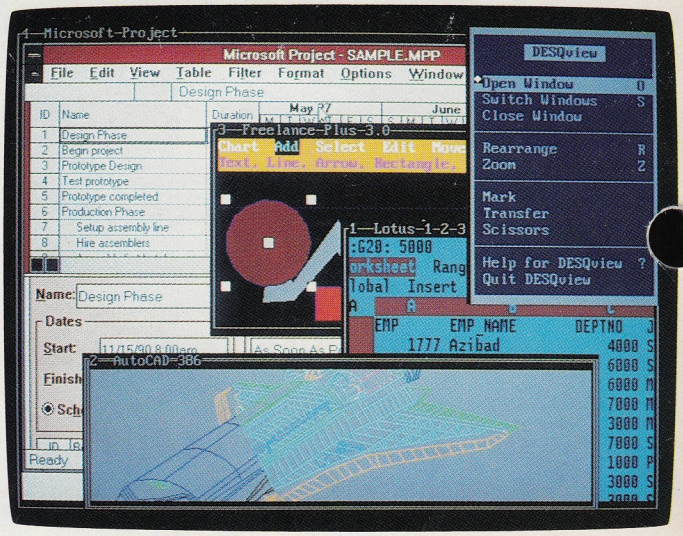
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This comparison was made using a system like the one you might run: Both shots show an ALR FlexCache 33/386 running DOS 3.3 with VGA display adaptor, Novell NetWare v3.01 Rev. A, with IPX/SPX v3.01 Rev A, Microsoft Mouse 7.00, and Microsoft SMARTDrive v3.03 disk cache. Buffers were set to 20. For the Windows screen, we ran Microsoft Windows 3 HIMEM.SYS and EMM386.SYS. For the DESQview screen, we ran QEMM 386 v5.1.

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